

VOLUME 2

JOINT TRAVEL REGULATIONS

CHANGE 426

Alexandria, VA

1 April 2001

These instructions are issued for the information and guidance of all Department of Defense civilian personnel. New or revised material is indicated by a star and is effective 1 April 2001 unless otherwise indicated.

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This change includes all material written in CAP Items 31-00; 43-00(E); 48-00(E); 50-00(E); 53-00(E); 55-00(E); 57-00(E); 61-00(E); 62-00(E); 64-00(E); 66-00(E); 67-00(E); 01-01(E); 02-01(E); 07-01(E); Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 425 cover page.

BRIEF OF REVISION

These are the major changes made by Change 426:

C1003. Removes out-of-date references to various pamphlets within the DoD.

C1004. Clarifies the JTR to reflect that employees eligible for the Miscellaneous Expense Allowance (MEA) under the JTR are not authorized the miscellaneous expense portion of the Foreign Transfer Allowance (FTA) in the DSSR.

C1055. Clarifies that while civilian employees were not required to use Government quarters when TDY to U.S. installations, they should check the availability of Government quarters in the event that a reduced per diem rate is used.

C2102. Proposes a change making it mandatory for uniformed members and civilian employees to use CTO services to obtain a rental vehicle for official business. This revision is based on rental car service policy found in Chapter 106, Defense Transportation Regulation (DTR).

C3101. Adds information to Chapter 3 on specific information required on travel orders for return travel to the PDS during extended TDY.

C4009. Makes clear that an employee serving under a transportation agreement who transfers to another DoD component or Government agency must be released from the period of service requirement specified in the agreement and any PCS allowances to the new PDS are the responsibility of the gaining activity.

C4550. Explains that the TDY location, not the lodging location, is the basis for determining the per diem rate.

C4950-F5. Clarifies that when a conference is conducted at the PDS of the sponsoring activity, a majority of the attendees (at least 51%) must be from a PDS other than the PDS of the sponsoring activity in order for light refreshments to be provided at Government cost.

C8105-D; Appendix A. Raises the constructive weight of PBP&E from 7 pounds per cubic foot to 40 pounds per cubic foot when the actual weight is not known and must be estimated.

C9000; C14004. Advises the reader that reimbursement is authorized in the DSSR for a lease penalty expense incurred by DoD employees in the U.S. or a foreign area incident to a transfer to or from a foreign PDS.

C11000. Adds wording to the JTR directing users to the MTMC website for additional requirements related to shipping a POV.

C15050-A. Clarifies that employees who sign renewal tour agreements effective on/after 24 October 1997 are eligible for property management services.

Appendix A. Adds GSBICA and DOHA to the list of acronyms.

Adds reference to CG decisions in the definition of dependent.

Makes clear the definition of Employee.

Changes the mileage rates for privately owned automobiles to \$0.345, motorcycles to \$0.275 and airplanes to \$0.965 effective 22 January 2001. Civilian employees mileage rate for use of a POC instead of a Government vehicle increases to \$0.285.

Chapter 4, Part N. Removes extraneous language and presents the rules and entitlements in a more concise and logical sequence for a more easily read and understandable regulation with fewer pages.

Appendix O, T4040-E. Adds new laundry reimbursement provisions, authorized for uniformed members.

VOLUME 2

JOINT TRAVEL REGULATIONS

Following is a list of sheets in force in Volume 2, Joint Travel Regulations, which are effective after the sheets of this Change have been inserted. This list is to be used to verify the accuracy of the Volume. See "How to Get the JTR" in the Introduction. Single sheets are not available.

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422	C1-iii	416	C3A-3	410	C4D-1	413	C4M-7	409	C6J-1
426	C1A-1	410	C3A-5	418	C4D-3	413	C4M-9	409	C6J-3
422	C1B-1	410	C3B-1	418	C4D-5	426	C4N-1	409	C6K-1
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426	C1B-5	426	C3C-1	424	C4E-3	426	C4N-5	409	C6M-1
425	C1B-7	426	C3C-3	421	C4F-1	426	C4N-7	410	C6M-3
424	C1B-9	426	C3C-5	412	C4F-3	426	C4N-9	409	C6M-5
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423	C13A-1	419	C16A-11	414	E-1	420	I-B-7	323	i-15
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421	C13B-5	419	C16A-17	423	E-7	423	L-5	323	i-21
421	C13B-7	419	C16B-1	426	E-9	423	L-7	323	i-23
417	C13C-1	419	C16B-3	422	E-11	423	O-1	323	i-25
417	C13C-3	419	C16C-1	422	E-13	425	O-3	323	i-27
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CHAPTER 1

DEPARTMENT OF DEFENSE (DOD) EMPLOYEE TRAVEL ADMINISTRATION

PART A: APPLICATION AND GENERAL RULES

C1001 APPLICATION

A. Inclusion. Except as indicated in subpar. B, the provisions in this Volume apply to:

1. DoD personal services contract employees (see 27 Comp. Gen. 695 (1948));
2. DoD civilian officials/employees and their dependents, (***NOTE: This includes direct hire foreign citizens employed by DoD in OCONUS areas, except as restricted and limited by OCONUS commands or by agreements with the local government.***);
3. civilian marine personnel of Military Sealift Command to the extent provided in Civilian Marine Personnel Instruction 4650 (Navy);
4. civilian officials and employees of other Federal Government departments and agencies who perform official assignments for and at the expense of DoD;
5. persons who perform TDY under DoD ITOs involving Government business (including foreign citizen indirect hires);
6. National Guard technicians employed pursuant to 32 U.S.C. §709;
7. persons employed intermittently as consultants or experts and paid on a when actually-employed (WAE) basis or persons serving without compensation or at one dollar a year for official travel away from home or regular place of business and while at place of employment or service for the Government; and
8. new appointees to the senior executive service and certain Presidential appointees.

B. DoD Test of Simplified Travel Entitlements. Simplified travel entitlement rules in Appendix O govern TDY for DoD Components listed in Appendix O and for those locations where DTS has been fielded, or DTS-Limited software with computation module is used, and at USAFE locations where FAST software is used to transition to DTS-Limited.

C. Restrictions. This Volume does not apply to:

1. NAF officials and employees traveling on NAF business (unless adopted by the NAF activities),
2. contractors' representatives and contractors' employees under contracts with DoD, and
3. DoD employees appointed under Section 625(d) of the Foreign Assistance Act of 1961, as amended.

D. Authorization Not Stated. There may be circumstances when the FTR authorizes a discretionary travel and transportation entitlement but the JTR remains silent. A discretionary FTR authorization that is not addressed in the JTR is not implemented within DoD.

C1002 IMPLEMENTATION

Under DoDD 5154.29, the provisions in this Volume, and subsequent amendments thereto, are effective on the basis of promulgation by the PDTATAC, without further entitlement implementation by the separate departments. The

separate departments may issue related administrative procedures provided they do not contravene or unnecessarily duplicate the provisions in this Volume.

***C1003 NOT USED**

***C1004 DEPARTMENT OF STATE (DOS) FOREIGN TRANSFER ALLOWANCE (FTA)**

NOTE 1: For FTA policy, payment and procedural guidance, refer to Department of State Standardized Regulations (DSSR), Section 240.

NOTE 2: Employees transferring from a CONUS or a non-foreign OCONUS area PDS to a PDS in a foreign country are entitled to the MEA in JTR, Chapter 9 and NOT the allowance described in item 1 below (DSSR, Section 242.6).

The FTA is a DoS allowance (5 U.S.C. §5924(2)(A)) that reimburses certain expenses when appointed or PCSing to a foreign PDS. The FTA applies to new appointees and employees as indicated below. This includes expenses incurred before leaving the United States or non-foreign OCONUS areas. The FTA is composed of four elements:

1. Miscellaneous Expense (*this portion is allowable only for DoD new appointees being assigned to the first PDS*),
2. Wardrobe Expense (*this portion is not allowable for DoD civilian employees*),
3. Predeparture Subsistence Expense (*this portion is allowable for DoD employees PCSing from a PDS in the U.S. or a non-foreign OCONUS area to a PDS in a foreign country or for new appointees going to their first PDSs in a foreign country*), and
4. Lease Penalty Expense (*this portion is allowable for all DoD employees whether newly appointed, or PCSing, to a foreign PDS*).

employee is not employed or authorized a PCS movement by the gaining activity before departure from the losing OCONUS PDS (44 Comp. Gen. 767 (1965)).

c. Employment in Another Department/Agency Without a Break in Service After Separation. When an employee under an agreement:

- (1) returns to the place of actual residence or an allowable alternate destination in the U.S. for separation, and
- (2) after arrival at the destination is employed by another department/agency without a break in service,

the losing OCONUS activity must pay for the allowable travel and transportation costs related to separation travel not in excess of that to the place of actual residence. For the conditions and limitations regarding payment by the gaining department/agency when additional travel and transportation to the new PDS is necessary and circumstances under which relocation allowances may be authorized and paid, see par. C4205 (46 Comp. Gen. 628 (1967); 47 id. 763 (1968); B-163113, June 27, 1968; B-163364, June 27, 1968).

C. Overseas Schoolteachers. Cost obligation conditions in subpar. B apply for a schoolteacher in the DoDEA who is subject to 20 U.S.C. §901-907. However, unless specifically provided in Service regulations, the schoolteacher is in a non-pay status while traveling:

1. from the place of actual residence to the OCONUS PDS as a new appointee,
2. incident to transfer from one PDS to another outside a school year, or
3. incident to a renewal agreement.

D. DoD Domestic Dependent School Board Members. The Secretary of Defense may provide for reimbursement of a school board member for certain expenses incurred by the member for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses that the Secretary determines are reasonable and necessary for the performance of school board duties by the member. *See Department of Defense Domestic Dependent School Directives. Department of Defense Dependent Elementary and Secondary Schools (DDESS) funds and issues necessary travel orders.*

C1053 IDENTIFICATION CARDS

A. General. When employees are authorized OCONUS TDY travel or PCS assignment, issuance of identification cards is provided in:

1. DoDI 1000.1, Identity Cards Required by the Geneva Conventions (DD Form 489, Geneva Convention Card, for civilians), and
2. DoDI 1000.13, Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals.

B. Issuance. Conditions and procedures for issuance and use are prescribed in applicable Service regulations.

C1054 PASSPORTS, VISAS, IMMUNIZATIONS, AND CLEARANCES

A. General. Applicable Service regulations govern the requirements/procedures relating to official travel to foreign countries regarding:

1. passports,

2. visas,
3. immunizations,
4. advance clearance
5. special conditions, and
6. other restrictions.

B. No-Fee Passport

1. Authorization. DD Form 1056 must accompany an application for a new/renewal passport/visa.
2. Travel Requirements
 - a. The necessary passport, visa when required, and record of prescribed immunization (shots) must be in the traveler's possession when traveling, and
 - b. with few exceptions, such as Canada and Mexico, a passport for each traveler is required for travel into:
 - (1) a foreign country, or
 - (2) a territory under control of a foreign country. (***NOTE: The Ryukyu Islands require a passport for travel.***)

C. Time Limitations

1. Passports are valid for specific periods from date of issuance and require renewal or re-issuance after such date.
2. Visas and immunizations also have time limitations.

C1055 GOVERNMENT QUARTERS USE/AVAILABILITY

*A. Quarters Available. Employees are required to check the Government quarters availability (e.g., through their CTOs) when TDY to a U.S. Installation. Availability/nonavailability documentation must be obtained per JTR, par. C1055-C. Employees may not be ordered/required to use the Government quarters, nor may the lodging reimbursement be limited to the Government quarters cost. ***A reduced per diem rate under JTR, par. C4550-C may be prescribed based on the Government quarters cost but must be authorized before the travel begins.***

B. Quarters Not Available. Government quarters are not available:

1. when TDY/delay is at other than a U.S. installation;
2. when an order-issuing official determines Government quarters use would adversely affect mission performance, except for:
 - a. employees attending service schools at an installation; or
 - b. employees in grades GS-16 or above and SES employees (including individuals described under 5 U.S.C. §5703) who determine their own quarters availability;
3. during periods of travel en route; or

PART C: TRAVEL BY TAXICAB, BUS, STREETCAR, SUBWAY, OR OTHER PUBLIC OR SPECIAL CONVEYANCE

C2100 GENERAL

This Part prescribes the allowable reimbursements for commonly incurred expenses associated with the use of public or special conveyances incident to TDY or PCS travel. This Part does not apply to reimbursements for transportation expenses incurred in and around duty station (see Part H). Each claim for reimbursement of expenses is identified on the voucher by date, quantity, service, cost and other necessary particulars of the expense.

C2101 USE OF TAXICABS

A. To/From Transportation Terminals. Reimbursement is authorized for taxi fares plus tip between the points shown in the itemization below:

1. between places of residence, lodging, or place of duty at the PDS or TDY station and transportation terminals;
2. between transportation terminals if free transfer is not provided; or
3. between transportation terminal and lodging when needed due to transportation delays en route which are beyond the employee's control.

B. Between Residence and PDS on Day Travel Performed. Reimbursement is authorized for taxi fares plus transportation-related tips from the employee's residence to the PDS on the day the employee departs on TDY requiring at least 1 night's lodging, and from the PDS to the residence on the day of return from such TDY.

C2102 SPECIAL CONVEYANCES USE

A. General. Hiring and using a special conveyance is authorized/approved by the order-issuing official only when it is determined the use of other means of transportation is not advantageous to the Government. Personal preference or minor inconvenience shall not be the basis for authorizing/approving the use of a special conveyance instead of a cheaper mode of transportation.

*B. Selecting a Rental Vehicle.

1. Defense Transportation Regulation (DTR), (DoD 4500.9-R) Part I, Passenger Movement, Chapter 106, Policy (website address: <http://public.transcom.mil/j4/j4lt/dtrpart1.pdf>)

- a. *It is mandatory to obtain rental vehicles through the CTO, when available. (NOTE: It is not mandatory to use a CTO when renting an airplane or bus.)*
- b. When selecting commercially rented vehicles, the lowest cost rental service that meets the mission requirements must be selected.
- c. Use of companies and rental car locations participating in the MTMC agreement is encouraged because their government rate includes full liability and vehicle loss and damage insurance coverage for the traveler and the government.
- d. Travelers disregarding rental car arrangements made by a TO or CTO may be required to provide justification for additional rental car cost before reimbursement is allowed.

e. For policies, instructions, and guidance regarding motor pools and rental of automobiles from commercial rental companies, see DTR, Chapter 106 and DoD component regulations.

2. Military Management Traffic Command (MTMC) Policy (website address: <http://www.mtmc.army.mil>)

a. *MTMC vehicle rental agreements apply to all DoD components and activities and non-Defense Agencies.*

b. Current domestic and foreign rental car ceiling rates and additional rental vehicle information may be obtained from the Commander, MTMC, ATTN: MTPP-AQ, Hoffman Building II, Room 10N35, 200 Stovall Street, Alexandria, VA 22332-5000, or via the MTMC website at <http://dcsop.mtmc.army.mil/travel/car/default.htm>.

3. Reimbursement. When an available CTO is not used, reimbursement is limited to what it would have cost if a CTO had made the rental vehicle arrangements.

C. Reimbursable Expenses For Use of Special Conveyances. When a rental automobile or other special conveyance is authorized/approved, the rental and hiring charge is reimbursable. When the expenses of operation are included in the rental or hiring charge, the receipt shall include a list of these expenses. When the rental or hiring charge does not include the expenses of operation, such expenses incurred on official business are reimbursable. These expenses include items such as:

1. hiring charge;
2. gasoline and oil;
3. parking;
4. garage, hanger, or boathouse rental;
5. subsistence of operator;
6. ferry fares, bridge, road and tunnel tolls; and
7. traveler access fee (when charged).

D. Insurance on a Rented Automobile

1. Cost of Extra Insurance. The cost for buying insurance (e.g., Collision Damage Waiver (CDW) Adjustment, Theft Protection, etc.) is reimbursable when:

a. the insurance is required by the rental agency to provide full coverage insurance when renting an automobile outside the U.S., or

b. a Secretarial Process authorizes/approves reimbursement of non-required insurance for certain classified special operations. See Service regulations. (B-204486, January 19, 1982).

2. Cost of Damage to Rented Automobile. When extra collision insurance was not purchased, an employee may be reimbursed in the full amount of the loss sustained as contained in the rental contract for personal funds paid to rental car agencies for damage sustained by an automobile properly rented and damaged in the performance of official business. Direct payments in the full amount of the loss sustained may also be made by the Government to

car rental agencies instead of to the employee. Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.

3. Documentation Supporting Damage Claims. Claims for reimbursement or payments made directly to car rental agencies in the full amount of the loss sustained is supported by appropriate documentation. Documentation includes, as a minimum, statements and itemized bills from the employee and the car rental agency to ensure the claim is valid and in an amount commensurate with the actual damages. In addition, it should include an accident report to establish fault on the part of the party not employed by the Government and to enable the Government to recoup its loss when the negligence of that party can be established without costly investigation (47 Comp. Gen. 145 (1967)).

4. Cost of Personal Accident Insurance. The cost of personal accident insurance is a personal expense and is not reimbursable.

E. Use Limited to Official Purposes. Use of a special conveyance is limited to official purposes including transportation to and from (65 Comp. Gen. 253 (1986)):

1. duty sites,
2. lodgings,
3. dining facilities,
4. drugstores,
5. barber shops,
6. places of worship,
7. cleaning establishments, and
8. similar places required for the traveler's subsistence, health or comfort.

F. To and From Carrier Terminals. The use of a special conveyance may be authorized/approved for travel to and from local carrier terminals, but reimbursement for the total expenses incurred in the use of the special conveyance for any one trip shall not exceed the usual one-way taxi fare, including tip, unless taxi service between the places concerned does not exist. The use of special conveyance to, from and between carrier terminals, other than local terminals may be authorized/approved by the official directing the travel when it is determined neither public nor Government transportation between such points meets the requirements of the ordered travel.

G. Between Duty Stations. The official directing the travel may authorize/approve travel by special conveyance to, from or between TDY stations, under circumstances not permitting travel by the usual means of transportation, or when the use of a special conveyance is determined to be advantageous to the Government. Reimbursement is authorized for the total expense incurred in the use of such conveyance.

H. Special Conveyance Use For PDT. Commercially rented vehicles/special conveyances:

1. may be used for PDT when other transportation methods in par. C2001-A are not more advantageous to the Government,
2. must be authorized in the PCS orders,

3. may not be authorized for traveler preference or inconvenience resulting from common carrier scheduling, and
4. are not authorized at the PDS to travel to/from work, or for personal convenience.

Requirements for choosing the appropriate conveyance, obtaining receipts, purchase of extra collision insurance, and general guidelines for PDT are the same as for TDY in this Part.

NOTE: Employees are not authorized rental cars at the PDS to travel to/from work, or for personal convenience.

I. Use of Special Conveyance In and Around Permanent or TDY Station. For reimbursement for use of a special conveyance within and around the permanent and TDY duty station see Part H.

C2103 USE OF BUSES, STREETCARS, OR SUBWAYS

A. To and From Carrier Terminals. Reimbursement is authorized for bus, streetcar, or subway fares as follows:

1. between places of residence, lodging, or place of duty at the PDS or TDY station, and terminals, stations, airports, wharves, etc., of the mode of commercial or Government transportation used;
2. between carrier terminals when needed due to a change of transportation and free transfer is not provided; or
3. from carrier terminals to lodging and return when needed due to transportation delays en route which are beyond the employee's control.

B. Between Residence and PDS On Day Travel Performed. Reimbursement is authorized for bus, streetcar, or subway fares from the employee's residence to the PDS on the day the employee departs on TDY requiring at least one night's lodging and from the PDS to the employee's residence on the day of return from such TDY.

C2104 USE OF AIRPORT LIMOUSINE SERVICE

Reimbursement is authorized for airport limousine service fares plus transportation-related tips as follows:

1. between places of residence, lodging, or place of duty at the PDS or TDY duty station, and local transportation terminals, (stations, airports, wharves, etc.) of the commercial or Government transportation mode used;
2. between transportation terminals when changing transportation mode and free transfer is not provided;
3. between transportation terminals and lodging when transportation delays occur en route that are beyond the employee's control; or
4. between an airport and airport limousine terminal.

C2105 USE OF COURTESY TRANSPORTATION PROVIDED BY HOTELS AND MOTELS

Available courtesy transportation services furnished by a hotel, motel, or similar facility should be used to the maximum extent possible.

CHAPTER 3 TRAVEL ORDERS

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PART C: TRAVEL ORDER CONTENT**C3100 FORM OF REQUEST**

Use the travel order forms prescribed in pars. C3150 and C3151.

C3101 SPECIFIC INFORMATION REQUIRED

A. General Information. The following information must be included on all travel orders:

1. The name of the employee(s);
2. The signature of the proper authorizing official;
3. Purpose of travel;
4. Any conditions of or limitations on that authorization of travel;
5. An estimate of the travel costs (for open authorizations it should include an estimate of the travel costs over the period covered);
6. A statement that the employee(s) is (are) authorized to travel;
7. The following statement: "The Travel and Transportation Reform Act (TTRA) of 1998 stipulates that the government-sponsored, contractor-issued travel card shall be used by all U.S. Government personnel (civilian and military) to pay for costs incident to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the agency."(DoDFMR, Vol. 9, paragraph 030301.B.1);
8. A statement indicating whether the traveler is/is not a government travel cardholder (DoDFMR, Vol. 9, paragraph 030301.B.2);
9. If the traveler is a Government travel card holder, a statement indicating whether or not the traveler is exempt from the mandatory use provision of the TTRA. (This statement also authorizes alternative payment methods) (DoDFMR, Vol. 9, paragraph 030301.B.3); and
10. A statement indicating that Government travel cardholders shall obtain cash, as authorized, through automated teller machines (ATMs) rather than obtaining cash advances from a DoD disbursing officer (DoDFMR, Vol. 9, paragraph 030301.B.4).

B. Specific Authorization or Approval. The following travel arrangements require specific authorization or prior approval:

1. Use of premium-class service on common carrier transportation (par. C2204-A);
2. Use of a foreign air carrier (pars. C2204-B);
3. Use of cash to pay for common carrier transportation (par. C2252);
4. Use of extra-fare train service (par. C2203);
5. An estimate of the travel costs (for open authorizations it should include an estimate of the travel costs over the period covered);
6. A statement that the employee(s) is (are) authorized to travel;

*7. A statement that return travel to the PDS during extended TDY is authorized must be included in the travel order, or on the travel voucher, if approved after the travel has been performed. ***This travel is an exception to the policy of scheduling travel during regular hours of duty.*** Accordingly, the authorized return should be performed outside the employee's regular duty hours or during authorized leave periods.

C. Advance Authorization. The following travel arrangements require a written or electronic ***advance*** authorization:

1. Use of reduced fares for group or charter arrangements (par. C2207-D);
2. Payment of a reduced per diem rate (par. C4550);
3. Acceptance of payment from a non-Federal source for travel expenses (par. C4903); and
4. Travel expenses related to attendance at a conference (Chapter 4, Part S).

C3102 BLANKET TDY TRAVEL

A blanket TDY travel order must include the same basic information as in the REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (DD Form 1610), plus statements:

1. that the travel type is "blanket TDY travel";
2. that the employee shall proceed at such times, to such places, and at such frequency as may be necessary;
3. of the general geographic area limitations;
4. of a specific period of time within a fiscal year;
5. of the reason(s) for this type of travel;
6. designating the traveler as an acting transportation officer, if applicable;
7. authorizing use of special conveyances with reimbursement allowed when approved on claim vouchers as advantageous to the Government, if appropriate;
8. authorizing excess baggage, if necessary; and
9. of other conditions, limitations, and instructions, as appropriate.

(NOTE: Blanket travel orders are not used in DTS.)

C3103 TDY TRAVEL OF CONSULTANTS AND EXPERTS

A travel order for TDY assignment of a consultant or expert intermittently employed or employed without compensation must include the same information as in the REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (DD Form 1610). Consultants and experts appointed to their positions should be issued TDY orders and others, invitational travel orders. ***(NOTE: This does not apply to contractors.)***

C3104 PCS TRAVEL

A. General. A travel order for PCS must contain the same basic information prescribed in par. C3151, plus a statement:

1. in all cases:
 - a. naming the old and new PDSs and their locations;
 - b. of the reporting date at the new PDS; and
2. if applicable:
 - a. of the names and relationships of eligible dependents and dates of birth of children who are authorized travel;
 - b. that dependents will accompany employee or travel separately, and if so when, and by what transportation mode, if known and of dependents' travel origin or destination points (when different from the employee's);
 - c. that "_____ piece(s) or _____ pounds of excess baggage is authorized for each dependent," and whether the excess baggage service must be paid by the traveler, subject to reimbursement, or is otherwise authorized (see par. C2302);
 - *d. of the maximum HHG weight the employee may transport including
 - (1) temporary storage authority;
 - (2) HHG shipment origin and/or destination points (when different from the employee's),
 - (3) the shipment method (commuted rate, or Government-arranged (or actual expense NTE the Government-arranged cost)); and
 - (4) (for Government-arranged moves) how the employee intends to fulfill personal financial responsibility for charges not allowed at Government expense (e.g., borne by, or collected from, the employee);
 - e. that mobile home transportation is in lieu of HHG transportation, and of the authorized basis for reimbursement and the origin and destination points;

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

B. PCS Travel Within CONUS. A travel order for PCS within CONUS must contain the same information as in subpar. A above, plus a statement:

1. that the travel type is "PCS travel," and
2. if applicable:
 - a. that a transportation agreement has been signed (see par. C4001);
 - b. authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, type of reimbursement and the maximum time allowed for the trip;
 - c. authorizing TQSE for the employee and/or dependents incident to temporary quarters occupancy, type of TQSE and the number of days authorized;
 - d. authorizing NTS of HHG incident to a transfer or appointment to an isolated CONUS PDS;
 - e. of authorizing real estate and unexpired lease expenses;

- f. authorizing special conveyance use for PCS travel;
- g. that transportation of POV(s) within CONUS is authorized as more advantageous;
- h. authorizing Relocation Services and which ones (e.g., homesale, home marketing assistance, home finding assistance);
- i. that a home marketing incentive payment is authorized; and
- j. that a reduction in force or function transfer is due to base closure if such is the case.

C. First Duty Station for Appointees. Travel orders to first PDS for appointees must contain the same basic information prescribed in subpar. A, plus a statement:

- 1. that the travel type is "travel to first duty station (5 U.S.C. §5723)";
- 2. of the date the required transportation agreement is signed;
- 3. of the actual residence;
- 4. of the position title and grade to which appointed; and
- 5. if transportation of POV(s) within CONUS is authorized as more advantageous.

D. OCONUS Permanent Duty Travel

1. General. Travel orders for OCONUS permanent duty travel must contain the same basic information prescribed in subpar. A, plus a statement:

- a. that the travel type is "permanent duty travel," and the purpose is reassignment between two PDSs, initial appointment to an OCONUS PDS, round trip renewal agreement travel, separation, or advance return travel (see par. C4000);
- b. of the actual residence, as appropriate;
- c. of the date the required transportation agreement is signed in connection with assignment at an OCONUS PDS;
- d. of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted in connection with the initial OCONUS assignment or separation travel);
- e. of transportation modes (see par. C3151) (circuitous route travel for personal reasons may not be authorized, see pars. C2000 and C2206);
- f. for POC travel, that travel by POC is advantageous to the Government, or of the reimbursement limitation in accordance with par. C2151-C;
- g. prohibiting the use of commercial transportation modes when travel reservations are made by Government transportation facilities (see par. C2206);
- *h. of the maximum HHG weight the employee may transport or store; and
 - (1) any weight limitation imposed by the OCONUS command;
 - (2) the weight allowance for consumables if authorized (par. C8420 and Appendix F);

- (3) the employee is financially responsible for, and subject to collection of, any charges not allowed if the shipment is a Government-arranged move; and
 - (4) if assignment is to an OCONUS PDS, whether concurrent, delayed, or partial shipment is authorized;
 - i. that concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;
 - j. of an alternate point of travel origin or destination, allowable within the provisions of this Volume, if applicable, including the location of actual residence or PDS, as appropriate and that the Government's cost for travel and transportation is limited to that by authorized modes(s) and usual route between duty stations or actual residence and the OCONUS PDS, as appropriate;
 - k. whether or not shipment of a POV is authorized;
 - l. if ocean-going car ferries are authorized (see par. C2156);
 - m. if applicable, authorizing TQSE for the employee and/or dependents incident to temporary quarters occupancy, type of TQSE, and number of days authorized;
 - n. if property management services are authorized; and
 - o. if TQSA and/or FTASE are authorized.
2. Conditions Related to RAT. For OCONUS RAT, the travel order also must include a statement:
- a. authorizing round trip travel from the OCONUS PDS to the actual residence (or specified alternate location) and return to the OCONUS PDS;
 - b. of the number of days of leave granted;
 - c. except for Navy employees, that "This employee has completed the minimum period of service for this command and has signed a new transportation eligibility agreement on (date)";
 - d. of the appropriate citations and information for cost application purposes if return is to a different OCONUS PDS in the same Department that requires citation of different accounting classifications;
 - e. of the reporting date for duty at the OCONUS PDS following authorized absence;
 - f. of weight limits for baggage;
 - g. authorizing up to 90 days of temporary HHG storage if allowed in Chapter 8, Part D;
 - h. of specific instructions about where, when, and how to submit passports and requests for revalidation, renewal, or visas; and
 - i. of instructions about arranging for port notification for return travel purposes and when and where the traveler must be available for receiving port call.

***C3105 TCS TRAVEL**

A. Events Requiring an Order. A separate order is required to:

- 1. assign the employee from the PDS to the TCS;

2. return the employee from the TCS to the PDS; or

if the TCS becomes the employee's new PDS:

3. assign the TCS point as the new PDS, and
4. authorize the employee to return to the former PDS (par. C4111-E1).

B. Order Content. Each order must reference any prior TCS orders to which it is related. A TCS travel order must contain the same basic information prescribed in par. C3151, plus a statement:

1. that the travel type is "Temporary Change of Station (TCS) travel" and the purpose (as applicable) is assignment to the TCS point, return from the TCS point, changing the TCS to a new PDS, or return to the former PDS when the TCS becomes a PDS;
 2. of the PDS(s) and TCS involved and locations;
 3. of the reporting date at the TCS/PDS; and if applicable;
 4. of the names and relationships of eligible dependents who are authorized travel (including children's dates of birth);
 5. that dependents are accompanying the employee or are traveling separately, and if so when, and by what transportation mode, if known and of dependents' travel origin(s) and/or destination point(s) (when different from the employee's);
 6. that "_____piece(s) or _____pounds of excess baggage are authorized for each dependent," and whether the excess baggage service is the financial responsibility of the traveler, subject to reimbursement, or is otherwise authorized (see par. C2302);
 7. of the maximum HHG weight the employee may transport,
 - a. of temporary storage authority,
 - b. of HHG origin or destination points (when different from the employee's),
 - c. of the transportation method (commuted rate, or Government-arranged (or actual expense NTE the Government-arranged cost)) and
 - d. how the employee intends to fulfill financial responsibility for charges not allowed on a Government-arranged move (e.g., borne by, or collected from, the employee);
 8. authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, reimbursement type (actual expense or fixed), and the maximum time allowed for the trip;
 9. if TQSE is authorized for the employee and/or dependents incident to temporary quarters occupancy, TQSE type (actual expense or fixed), and the number of days authorized; and
- For OCONUS travel only:
10. of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted in connection with the initial OCONUS assignment or separation travel);
 11. of transportation modes (see par. C3151);

12. prohibiting commercial transportation use when travel reservations are made by Government transportation facilities (see par. C2206);
13. of any HHG limitation imposed by the OCONUS PDS and whether concurrent, delayed, or partial shipment is authorized;
14. that concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;
15. whether or not shipment of a POV is authorized; and
16. if property management services are authorized.

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

C3106 INVITATIONAL TRAVEL

An invitational travel order must contain a statement of:

1. the date that travel is requested or approved;
2. the type of travel, i.e., "invitational travel";
3. the traveler's name and position title and employer, if applicable;
4. the traveler's home address;
5. the traveler's business address (if applicable);
6. the date travel begins;
7. the number of days of assignment;
8. the purpose of assignment;
9. the place travel begins;
10. the place of assignment or itinerary;
11. the place travel ends;
12. transportation modes;
13. allowances;
14. conditions, instructions, and limitations; and
15. the name of the approving official and accounting citation.

There is a sample Invitational Travel Order format in Appendix E, Part II. (NOTE: Contractors are NOT employees for the purpose of the JTR.)

NOTE: The actual signatures of the travel-requesting official (item 17), the travel-approving/directing official (item 18) and fund-approving official (item 19) are not required when the signatures are captured on another official document. That document must be kept on file by the authorizing/order-issuing official (item 20) for audit purposes. While actual signatures are not required in items 17, 18 and 19, the responsible official's name and title must be legibly indicated in the appropriate block. The signature of the authorizing/order-issuing official (item 20) may be transmitted electronically by fax after signature. An electronic signature that meets the security and requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange may be used. (This signature can include a digital signature discussed by the Comptroller General in B-261647, 26 June 1995, which must be (1) unique to the signer, (2) under the signer's sole control, (3) capable of being verified, and (4) linked to the data in such a manner that if the data is changed, the signature is invalidated.)

C. Distribution. See par. C3057.

C3151 PERMANENT DUTY TRAVEL

*A. General. The Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel (DD Form 1614) is used as a request and authorization for all official PCS/TCS travel by employees and their families. (See par. C3105-B.) DD Form 1614 is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://web1.whs.osd.mil/icdhome/forms.htm>.

NOTE: DD Form 1614 must not be used for contractor's travel.

B. Preparation of DD Form 1614. DD Form 1614 is generally self-explanatory. Special explanatory material for completing certain items on DD Form 1614 follows:

NOTE: See par. C3101 for specific information required on all travel orders.

Item 6, Retirement Code--Insert the employee's applicable retirement code from Block 30 of employee's most current SF-50. If unsure of the correct retirement code, the employee should contact their servicing personnel office.

Item 7, Releasing Official Station and Location, or Actual Residence--Enter the name and location of the releasing PDS, if a transfer, or the address shown on the transportation agreement as the actual residence, if first duty station travel.

Item 10, Travel Purpose--Other. When this block is checked, please explain in Item 28, Remarks or Other Authorizations.

Item 13a, Round Trip Travel for Househunting--Indicate if round trip travel to seek a permanent residence is, or is not authorized. If authorized, insert in Item 13b the number of calendar days for which travel is authorized.

Item 16, Other Authorized Expenses--The travel advance is for advances from the Government to the traveler (computed by the appropriate finance/disbursing activities) and NOT for authorizing ATM advances against the Government-sponsored contractor-issued travel charge card which should be addressed in Item 20, Remarks or Other Authorizations. The amount of any relocation allowances advance in Item 16 must be computed in accordance with Service finance policy.

Item 22, Accounting Citation--Show fiscal data in accordance with regulations of the DoD component concerned. ***Please ensure that funds are obligated against the PCS/TCS order.*** For Transportation Account Codes (TACs) for DoD personnel see DOD 4500.9-R, Volume 2. TAC codes: Army A2PC, Air Force F750, and Navy and Marine Corps see website http://192.67.251.41/tac_inq/tac_menu.html.

Item 23, Accounting Citation--Show fiscal data in accordance with regulations of the DoD component concerned. Please ensure that funds are obligated against the PCS/TCS order. For Transportation Account Codes (TACs) for DoD personnel see DOD 4500.9-R, Volume 2. The Website for TAC information is: http://www.daas.dla.mil/tac_inq/tac_menu.html.

Item 24, Order-issuing/Authenticating Official--See Appendix A. Show the order-issuing organization and address in addition to the title and signature of order-issuing/authenticating official.

Item 27, Claimant – Forward Completed Claim to the Following Address--In this block the losing/gaining activity should provide the address to where the employee should submit their claim for final disbursement.

Item 28, Remarks or Other Authorizations--In addition to the type of notation suggested within the box, this item may be used to show any other pertinent information. Statements may be included to clarify any special instructions. When round trip travel is authorized for seeking a permanent residence, include the authorized transportation mode under this item. If TDY is authorized en route, state the purpose, duration of duty assignment, location, and any pertinent conditions. List the amount authorized for ATM advance against the Government-sponsored contractor-issued travel charge card. The issuing CPO's name, address, and POC with phone number (including area code) and DSN should be included.

C. Distribution. See par. C3057 for the number of copies of a travel order for distribution.

D. Privacy Act Statement. This subparagraph implements the Privacy Act of 1974 (5 U.S.C. §552a) by adding a Privacy Act Statement for "Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel" (DD Form 1614). The form may be reproduced locally and made available to the individual supplying data shown on DD Form 1614. The form also is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://web1.whs.osd.mil/icdhome/forms.htm>.

PART M: ACTUAL EXPENSE ALLOWANCE (AEA)

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C4652	Parking Fees <ul style="list-style-type: none">A. GeneralB. Privately Owned AutomobilesC. Government-Furnished Automobiles
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C4656	Employees Traveling Together
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C4658	Official Distance Determination <ul style="list-style-type: none">A. Privately Owned Conveyance (Except Airplane)B. Privately Owned Airplane
C4659	Per Diem for POC Travel <ul style="list-style-type: none">A. POC Use Advantageous to the GovernmentB. POC Use Not Advantageous to the Government
C4660	Travel Time
C4661	Computing Reimbursement for POC Travel <ul style="list-style-type: none">A. Advantageous to the GovernmentB. Not Advantageous to the Government
C4662	Return to PDS During TDY <ul style="list-style-type: none">A. GeneralB. Return to PDS Directed during Non-workdaysC. Voluntary Return to PDSD. Return to PDS during Extended TDY

- c. exercise of statutory re-employment rights within a time limitation that precludes completion of a period of service;
- d. release for the Government's convenience (see **NOTE**), separation because of physical or mental disqualification, lack of skill to perform duties for which recruited or any other duties to which the employee could be assigned;
- e. separation as a result of reduction in force;
- f. see par. C4005-C6 when employee's services not required for entire period of tour of duty.

NOTE: Employees separated because of illness induced by misconduct or because of misconduct are not separated for the Government's convenience.

2. **OCONUS.** In addition to the examples listed in subpar. 1, the following are acceptable reasons for OCONUS employees:

- a. the employee's immediate presence is required in the geographical locality in which actual place of residence is located because of an unforeseen emergency;
- b. completion of the agreed period of service would result in extreme personal hardship because of circumstances beyond the employee's control, such as conditions seriously affecting the health, welfare, and safety of the employee, serious illness or death in the immediate family, imminent breakup of the family group (**NOTE: Falsification of facts in connection with employment is not a reason beyond the employee's control.**); or
- c. there are significant changes in the employee's employment situation or loss of economic benefits such as a significant salary loss resulting from a downgrading of the grade level the employee accepted upon assignment, or a significant loss in OCONUS quarter allowance payments resulting from a downgrade as distinguished from a reduction in quarters allowance payment which may be reduced for other reasons.

NOTE: The nature and extent of the "unforeseen emergency" or "extreme personal hardship" must be established to the determining official's satisfaction. Verification must be received from a reliable and trustworthy source such as private, state, or local welfare agencies; an attending physician; or a local cleric.

- *C. **Transfer to Other Department or Agencies.** Except as indicated in par. C4100-C, an employee, serving under a transportation agreement at any PDS who transfers to another DoD component, or Government agency, must be released from the period of service requirement specified in the employee's current agreement. If the transfer involves PCS allowances to a new PDS, the gaining activity is responsible for all PCS costs.

***NOTE: The employee must continue in Government service for at least 12 months after the employee reported at the PDS from which departing to satisfy the obligation for costs incurred by the losing activity in moving the employee to that PDS.**

C4010 DOCUMENTATION OF ENTITLEMENT AND LIMITATIONS

A record must be maintained in the employee's official personnel folder of transportation and storage entitlement, authorizations, and limitations. Maintenance of the record is limited to information and for the period of time necessary to meet the requirements and restrictions in this Part. Record material may be removed when it no longer applies.

C4011 TRANSPORTATION AGREEMENT REQUIREMENTS

The requirements of an agreement are premised on the status of the employee as outlined in the following table:

<u>Situation</u>	<u>Agreement</u>
<ol style="list-style-type: none"> 1. Person locally employed initially by a DoD component at an OCONUS PDS who does not meet agreement eligibility conditions (par. C4002-B). 2. Persons locally employed initially by a DoD component at an OCONUS PDS who meets agreement eligibility conditions (par. C4002-B). 3. Person locally employed initially by a DoD component at an OCONUS PDS who meets agreement eligibility conditions (par. C4002-B) and OCONUS prior service credit entitlement (par. C4005-C3). 	<ol style="list-style-type: none"> 1. No agreement requirement 2. Agreement required for tour of duty applicable to the OCONUS PDS where employed. The agreement concerns separation travel, in specific instances transportation for dependents and/or HHG from the actual residence and renewal agreement eligibility. 3. Agreement required to serve for 12 months from date of employment, or a period of time which, when added to immediate prior period of civilian or military service, totals the prescribed tour of duty for the area, whichever is greater. The agreement concerns separation travel, in specific instances transportation for dependents and/or HHG from the actual residence and renewal agreement eligibility.
<ol style="list-style-type: none"> 4. Employee of a DoD component at an OCONUS PDS who has not completed an initial tour and is transferred to a new PDS of a different DoD component within the same or a different OCONUS geographical locality (par. C4005-C3, item a). 5. Employee initially hired locally by a DoD component at an OCONUS PDS not serving under an agreement who is transferred to a new PDS within the same OCONUS geographical locality 	<ol style="list-style-type: none"> 4. Agreement required to serve for 12 months from the date of reporting for duty at a new PDS or the difference between the period of service at the old PDS and the prescribed initial tour of duty at the new PDS, whichever is greater. The agreement concerns PCS allowances, separation travel and renewal agreement eligibility. 5. Agreement required to serve for 12 months from the date of reporting for duty at the new PDS. The agreement concerns eligibility for PCS allowances to the new PDS. There is no other

(6) PCS between OCONUS PDSs (footnotes 1, 8, and 10)	YES	YES ADVANCE Mileage only	YES ADVANCE	YES ADVANCE	NO	NO Footnote 2 ADVANCE	YES NO ADVANCE	NO Footnote 3 NO ADVANCE	YES ADVANCE Footnote 4	YES Footnote 7
(7) RAT (round-trip between overseas tours of duty for leave purposes when return is to same PDS or another in same locality).	YES	YES NO ADVANCE	YES NO ADVANCE	NO	NO	NO	NO	NO	NO	Footnote 6
(8) return from OCONUS PDS to actual residence for separation	Satisfactory Compliance with agreement conditions	YES NO ADVANCE	YES NO ADVANCE	NO	NO	NO	NO	NO	YES ADVANCE Footnote 4	NO
(9) last move home for SES career appointees upon separation	Satisfy conditions in Ch. 4, Part P	YES NO ADVANCE	YES NO ADVANCE	NO	NO	NO	NO	NO	YES ADVANCE Footnote 4	NO

Footnote 1 – Movement of dependents and/or HHG to/from a training location when authorized instead of per diem or AEA for the employee while at the training site under par. C4500 is not a PCS.

Footnote 2 – Allowed when the new PDS is located in the U.S.

Footnote 3 – Allowed when old/new PDS are located in the U.S. Also allowed when instead of being returned to the former nonforeign PDS, an employee is transferred, in the Government's interest, to a different nonforeign PDS than the PDS from which transferred when assigned to the foreign PDS (see par. C14000-C).

*Footnote 4 – Advance allowed if not shipped via a Government-arranged move.

Footnote 5 – Allowed only when PCS is to a designated isolated CONUS PDS.

Footnote 6 – Allowed only for teachers employed in DoDEA. Applicable between school years.

Footnote 7 – NIS is arranged by the Government.

Footnote 8 – Foreign Transfer Allowance (Subsistence Expense). For FTA guidance refer to Section 240 of the DSSR as stated in par. C1004.

Footnote 9 – Foreign Transfer Allowance (Miscellaneous Expense). For FTA guidance refer to Section 240 of the DSSR as stated in par. C1004.

Footnote 10 – Foreign Transfer Allowance (Lease Penalty Expense). For FTA guidance refer to Section 240 of the DSSR as stated in par. C1004.

Footnote 11 – HHT may be authorized incident to a PCS when the old and new PDS are located in the U.S.

PART L: PER DIEM ALLOWANCES

C4550 PER DIEM RATES

*A. General. The per diem allowances prescribed in this Part are applicable for all TDY periods, except when an AEA, authorized under Part M, applies, and for all periods of PDT. *The per diem rate is determined based on the traveler's TDY location, not the lodging location.* If neither Government nor commercial quarters are available at the TDY location, see par. C4555-A.

B. Responsibilities for Authorizing/Approving Rates. It's the responsibility of the head of each DoD component, or a designee, to ensure per diem allowances prescribed in this Part are not in excess of the amounts required to meet the necessary subsistence expenses for an employee's official travel. However, the per diem allowances prescribed in this Part are the maximums allowable. See subpar. C for information about requesting a reduced per diem rate. To prevent authorization/approval of amounts in excess of the amounts required to meet the necessary subsistence expenses of official travel, consideration must be given to the factors listed in items 1 through 5 that reduce the necessary expenses of employees:

1. actual arrangements or established cost experience at TDY locations showing that lodging and/or meals can be obtained without cost or at reduced cost to an employee;
2. availability of special rates for accommodations for a particular meeting, conference, training or other TDY assignment;
3. an employee's familiarity with establishments providing lodging and meals at a lower cost in certain localities, particularly where repetitive travel or extended stays are involved;
4. availability of transportation modes that provide accommodations as part of the transportation cost; and
5. availability of Government furnished lodging, such as Government quarters, or other lodging procured for the employee by means of a purchase order (see par. C4552-H).

C. Authorizing a Different Rate of Per Diem. When it can be determined factually that the per diem rates prescribed in this Part are not appropriate for a particular duty assignment because of known reductions in lodging and/or meal costs resulting from pre-arrangement, special discounts, or other reasons (see also subpar. B), the official responsible for directing travel should seek authority to prescribe a fixed per diem at a rate different from the applicable rate prescribed in this Part. Such authority must be requested and approved in advance of the travel. (A fixed per diem may not exceed the locality per diem rates prescribed in Appendix D (CONUS) or Appendix B (OCONUS) for the locality concerned.) The request, including established costs for lodgings and meals, the traveler's name, dates, and TDY assignment location should be submitted to the appropriate office indicated in subpar. D. (Include the name and telephone number for an individual who may be contacted concerning the request.) If the request is approved, a fixed per diem rate authorization is sent to the requesting official by the appropriate office in subpar. D. The authorized fixed per diem rate must be stated on the travel authorization. This rate shall be the per diem rate payable on the travel voucher without any receipts and/or itemization by the employee. Except as indicated in pars. C4552-D and F, C4554-D and C4558-F, the appropriate office designated in subpar. D is the sole authority for substituting a fixed per diem rate for the otherwise applicable per diem allowance prescribed in this Part.

D. Offices Designated to Authorize Reduced and Increased Per Diem. The offices listed in items 1 through 4:

1. Army: Commander, major command, major subordinate command, or departmental elements and/or agencies not subordinate to a MACOM to which employee's employing activity reports--this authority may be re-delegated at the commander's discretion. In addition, commands may submit requests for employees attending the Inspector General Course to HQDA, USAIGA, ATTN: DAIG-TR, Humphreys Engineer Center, Casey Building, Room 112, Fort Belvoir, VA 20060-5581;`

2. Navy and Marine Corps: The head of the DON activity/command to which employee is permanently assigned for long-term training assignments and ODASN (CP/EEO) Code DP2 for long-term TDY;
3. Air Force: The approving authority for TDY other than training assignments is the commander, major command or separate operating agency--authority may be re-delegated at the commander's discretion. *For training assignments, the office is HQ USAF/DPED, 1040 Air Force Pentagon, (Room 5C266), Washington, DC 20330-1040;*
4. Office of the Secretary of Defense, Washington Headquarters Services, and other DoD components: OSD/WHS/Defense Agencies Civilian Advisory Panel Member, 4040 Fairfax Drive, Suite 200, Arlington, VA 22203-1613;

are designated to authorize (in advance):

1. a fixed reduced per diem rate in accordance with subpars. B and C;
2. a fixed per diem rate in excess of the 55 percent limitation prescribed in par. C4561-D1, up to the applicable maximum rate prescribed in Appendix B or D for the locality involved; or
3. a per diem under the lodgings-plus system prescribed in par. C4553 in lieu of the 55 percent limitation in par. C4561-D1 when justified for a long-term training or TDY assignment.

NOTE: An increase to the 55 percent limitation prescribed in par. C4561-D1 for a period of travel that has been completed must be approved on an AEA basis only under par. C4600.

C4551 REQUESTING REVIEW OF PER DIEM RATES

When travelers, commands, order-issuing officials or authenticating officials think that the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent directly to:

Per Diem, Travel and Transportation Allowance Committee
ATTN: Per Diem Rates
Hoffman Building #1, Room 836
2461 Eisenhower Avenue
Alexandria, VA 22331-1300

NOTE: To cover one-time necessary expenses in excess of the prescribed per diem rate, see Chapter 4, Part M.

C4552 GENERAL RULES REGARDING PER DIEM

A. Beginning and Ending of Per Diem Entitlement. For per diem allowances, official travel begins on the day an employee leaves the place of abode, office or other point of departure and ends on the day the employee returns to the place of abode, office, or other point at the conclusion of the TDY assignment.

B. Restriction In Establishing PDS. Activities must not fix an employee's PDS at a place for the purpose of paying per diem when most official duties are performed at another place (31 Comp. Gen. 289 (1952)).

C. No Per Diem at the PDS. A per diem allowance shall not be allowed within the limits of the PDS (see definition, Appendix A), or at, or within the vicinity of, the place of abode (residence) from which the employee commutes daily to the official station except as provided in par. C1060. Except as indicated below no per diem is payable at the old or new PDS for TDY en route in connection with PCS travel. This applies even if the traveler vacated the permanent quarters at the old PDS and lodged in temporary quarters during the TDY. ***Exception:*** An employee who departs PCS from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS is

entitled to per diem at the old PDS. Example: An employee departs the Pentagon PCS on 15 June, performs TDY en route at Ft. Leavenworth 1 –31 July, returns TDY en route to the Pentagon 5-15 August, and then arrives PCS to Ft. Polk on 31 August. The employee is entitled to per diem at the Pentagon (old PDS) 5-15 August. If the employee had departed on 15 June but performed TDY in Arlington, VA first, no per diem is payable for the TDY in Arlington immediately after detachment.

D. TDY at Nearby Places Outside the PDS. Per diem allowance shall not be authorized when an employee does not incur additional subsistence expenses because of a TDY assignment in the vicinity of, but outside, the PDS. Subject to the limitation in subpar. F, and to the extent that additional subsistence expenses are incurred, an appropriate per diem allowance may be authorized/approved by the order-issuing or authenticating official.

E. Dependents Accompanying an Employee on TDY. The fact an employee's dependents may accompany the employee on TDY at personal expense shall not affect the employee's prescribed per diem rate.

F. Travel of 12 or Less Hours (12-Hour Rule). A per diem allowance shall not be allowed when the period of official travel is 12 or less hours. This rule also applies to travel incident to a PCS. For TDY travel, the prohibition applies if the total time en route and duty period from the time of departure until the time of return to the PDS is within the limitations.

G. Relationship of Per Diem to Overseas Post Differential. Per diem is paid to defray necessary TDY expenses while traveling. The foreign or nonforeign post differential provides additional compensation for employees assigned to OCONUS PDSs where environmental conditions require a recruitment and retention incentive. When an employee is assigned away from the PDS on detail or TDY to an OCONUS PDS classified as a differential post and is eligible for payment of the differential under the provisions of pertinent regulations while on the detail or TDY, concurrent payment of the differential and per diem is authorized.

H. Lodging and/or Meals Obtained Under Contract. When a contracting officer contracts for rooms and/or meals for employees traveling on TDY, the total daily amount paid by the Government for the employee's lodging, meals, and incidental expenses may not exceed the applicable per diem rate authorized in this Part. This limitation does not apply if direct arrangements with a school or other institution that is sponsoring training courses include lodging and meals as part of the training cost. In that case, an employee also is entitled to an appropriate amount authorized under this Part for incidental expenses even though the total actual cost for lodging and meals and the amount authorized for incidental expenses exceeds the applicable per diem rate. If charges submitted by the sponsor for the training course do not include lodging and meal costs, per diem for an employee may not exceed the applicable amount authorized in this Part (60 Comp. Gen. 181 (1981)).

I. Extended TDY Assignments. When travel assignments involve extended periods at TDY locations and an employee is able to secure lodging and/or meals at lower costs (e.g., weekly or monthly rentals), a reduced per diem rate should be directed in accordance with par. C4550-C. See par. C4560 for applicable per diem when TDY assignment is for more than 180 calendar days. Paragraph C4455 concerns authorization for long-term TDY assignments. If the TDY assignment is for training, see pars. C4500 and C4561-C.

J. Conferences. Whenever a meeting or conference involves the travel of attendees from other DoD components, and reduced cost lodgings are prearranged at the meeting or conference site, the component sponsoring the meeting or conference must recommend a reasonable per diem rate to the other participating agencies or components. See par. C4955 regarding conference attendance and registration fees.

K. Employee Dies or Is in a Missing Status While in a Travel Status. An employee's authorized per diem allowance terminates at the end of the calendar day that the employee is determined to be dead or is otherwise in a missing status under the Missing Persons Act.

C4553 PER DIEM COMPUTATION FOR OFFICIAL TRAVEL UNDER THE LODGINGS PLUS SYSTEM

A. General. Per diem allowances for all official travel, including PCS, shall be computed under the lodgings-plus system except when:

1. a fixed per diem rate is authorized for the TDY or training assignment under the provisions in par. C4550-C;
2. a per diem for a TDY assignment in the vicinity of, but outside, the PDS area is authorized/approved under par. C4552-D;
3. a per diem rate prescribed in par. C4560 for long-term TDY assignments (more than 180 calendar days) applies;
4. a per diem rate prescribed in par. C4561-B for specific training courses, or par. C4561-C for training assignments of more than 30 calendar days, applies;
5. a per diem rate prescribed in par. C4558 for travel by vessel applies;
6. the per diem prescribed in par. C4556 applies because meals and lodgings are furnished without cost to the employee;
7. a per diem is authorized under par. C4554-C for TDY at an OCONUS location where there is an absence of commercial establishments that prepare and serve meals;
8. per diem is not payable as indicated in par. C4554-D when TDY is performed in support of military units while on field duty;
9. a per diem prescribed in par. C4562 for consultants, experts, and private individuals (including members of the ROTC) applies; or
10. an AEA has been authorized for the TDY assignment under par. C4600.

Under the lodgings-plus system, the per diem allowance for each travel day is the actual amount the traveler pays for lodgings plus an allowance for M&IE; the total may not exceed the applicable maximum per diem rate for the TDY location. The rules in subpars. B through F apply in the specific situations described.

B. Maximum Per Diem Rates

1. CONUS Travel. Maximum per diem rates for CONUS travel are in Appendix A or D. For CONUS locations not specifically listed or encompassed by the boundaries of a listed location (county/area), the standard CONUS rate (see Appendix A or D for current rate) applies.
2. For OCONUS Travel. The maximum per diem rates prescribed in Appendix B apply to OCONUS travel.
3. PDT
 - a. CONUS. The standard CONUS rate (see Appendix A or D for current rate) is the applicable maximum per diem rate for CONUS travel in connection with:
 - (1) travel to a first duty station for a newly recruited employee or appointee;
 - (2) travel incident to a PCS;
 - (3) renewal agreement travel;
 - (4) separation travel; and
 - (5) while occupying temporary quarters (except when a fixed TQSE is authorized under Chapter 13, Part C).

The locality rates listed in Appendix D apply for the entire trip while performing travel to seek a permanent residence (house-hunting) within CONUS.

b. OCONUS. The locality rates prescribed for OCONUS locations in Appendix B apply for OCONUS:

- (1) travel to a first duty station for a newly recruited employee or appointee;
- (2) travel incident to a PCS;
- (3) renewal agreement travel;
- (4) separation travel;
- (5) travel (for the entire trip) to seek permanent residence (house-hunting); and
- (6) while occupying temporary quarters at an OCONUS location.

C. Per Diem Allowance Elements

1. Maximum Lodging Expense Allowance. Per diem rates include a maximum amount for lodging expenses. Reimbursement may not exceed actual lodging costs up to the applicable maximum amount. Receipts for lodging are required (see par. C1310).

NOTE: The maximum amount allowed for lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) does not include an amount for lodging taxes. Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are a separately reimbursable travel expense. The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.

2. Meals and Incidental Expenses (M&IE) Allowance. Per diem rates include a fixed allowance for M&IE. The M&IE rate, or fraction thereof, is payable to a traveler without itemization of expenses or receipts. (See par. C4557 for reduced incidental expense allowance when Government quarters are available on an OCONUS Government installation.) The PMR or GMR (par. C4554) shall not apply for the first and last day of travel. ***(NOTE: The cost for laundry, dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS. The cost for laundry, dry cleaning and pressing of clothing is not separately reimbursable travel expense for travel OCONUS and is included as a reimbursable expense within the AEA authorized/approved for travel OCONUS.) The PMR or GMR shall not apply for the first and last day of travel.***

D. Per Diem Allowance Computations. The per diem allowance must be calculated using the rules in subparagraphs. 1 and 2.

1. TDY of More Than 12 Hours but Not Exceeding 24 Hours. When a travel period (entire trip) for which per diem has been authorized is more than 12 hours but less than or equal to 24 hours, per diem for the entire trip is calculated as indicated in subpars. a and b. No deduction is made for meals.

a. Lodging Not Required. If lodging is not required, per diem for the entire trip, whether performed within one or two calendar days, is 75% of the TDY location M&IE rate for one day. If more than one TDY point is involved, per diem is calculated using the highest of the M&IE rates prescribed for the TDY locations (see par. C4565, examples 4 and 8).

NOTE: Per diem payment under subpar. a may be taxable (ref. IRS Rev. Rul. 68-663 & 26 CFR §162-2(a)).

b. Lodging Required. If lodging is required, the rules for travel of more than 24 hours apply.

2. Travel of More Than 24 Hours. The applicable maximum per diem rate for each calendar day of travel is determined by the travel status and the employee's TDY location at 2400 (midnight) and whether or not lodging is required at the location. When lodging is required, the applicable maximum per diem rate shall be the maximum rate prescribed for the TDY location, or a stopover point where lodging is obtained while en route to, from, or between TDY locations (see subpar. B3 for maximum per diem rates applicable to PCS travel and par. C4555-A for rules on lodging location). Only one maximum rate shall be applicable to a calendar day. The rules in subpars. a through e, par. C4555-C (lodging obtained after midnight), and par. C4558-F (travel by commercial vessel) shall be applied in calculating the allowable per diem for travel of more than 24 hours.

a. Day Travel Begins

(1) Lodging Required. When lodging is required on the day travel begins (day of departure from the PDS, home, or other authorized point), the per diem allowance is the actual cost of lodging incurred by the traveler, up to the maximum lodging rate prescribed for the lodging location, plus the applicable M&IE rate prescribed for that location as provided in subpar. e. If the traveler arrives at a TDY location on the first day, the TDY location per diem rate applies.

(2) Lodging Not Required. When lodging is not required on the day travel begins (day of departure from the official station, home or other authorized point), the per diem allowance is the destination M&IE rate as provided in subpar. e.

b. Full Calendar Days of Travel

(1) Lodging Required. For each full calendar day an employee is in a travel status and lodging is required (whether en route or at the destination), the per diem allowance is the actual cost of lodging incurred by the traveler, up to the applicable maximum lodging rate prescribed for the lodging location, plus the applicable M&IE rate.

(2) Lodging Not Required. For each full calendar day a traveler is in a travel status and lodging is not required (such as when a traveler is en route overnight to the next destination), the per diem allowance is the destination M&IE rate.

c. Returning From Travel

(1) Lodging Required. For each full calendar day of travel when lodging is required at an en route location while the employee is returning to the PDS, home, or other authorized point, the per diem allowance is the actual cost of lodging incurred by the traveler, up to the applicable maximum lodging rate for the lodging location, plus the applicable M&IE rate.

***PART N: POC USE FOR TDY TRAVEL**

C4650 MILEAGE ALLOWANCES FOR POC USE

Employees or others engaged in official business for the Government may be authorized mileage for POC travel. Mileage may be authorized only for the POC operator.

C4651 MILEAGE ALLOWANCES

A. Mileage Rates. The mileage rate for official travel for POC use that is advantageous to the Government is in Appendix A (MILEAGE (ALLOWANCE) FOR LOCAL AND TDY TRAVEL). The mileage rates, for official travel that is not advantageous to the Government, are in subpar. B. Rates, other than those in Appendix A and subpar. B., are not used. The mileage reimbursement rate for the entire distance for POC (except airplanes) is determined in accordance with the Defense Table of Official Distances (DTOD) (see par. C1065) at the rates prescribed in this paragraph.

B. POC Travel Not Advantageous to the Government

1. General. Except as in subpar. 2, when TDY travel by POC is not advantageous to the Government, mileage reimbursement is limited to the POC mileage rate used IAW par. C2152.

2. POC Use Instead of a Government-Furnished Automobile

a. Reimbursement Based on Government Costs

(1) The mileage rate is \$0.285/mile for authorized CONUS POC use when use of a Government-furnished automobile is advantageous to the Government.

(2) The DoD component concerned may grant exceptions to the \$0.285 rate if the Government-furnished automobile cost is higher than \$0.285/mile. Reimbursement at a mileage rate that most nearly equals the determined higher Government-furnished automobile cost is allowed NTE the MILEAGE (ALLOWANCE) FOR LOCAL AND TDY TRAVEL privately owned automobile rate in Appendix A.

(3) In addition to mileage, the employee may be reimbursed for expenses authorized in par. C4654 that would have been incurred if a Government-furnished automobile had been used.

(4) The rates in this paragraph apply if the agency:

(a) does not have a Government-furnished automobile available for the employee's use but would have obtained such an automobile had the employee not elected to use a POC; and/or

(b) has a commitment from the employee, obtained in accordance with subpar. C2158-C, for the employee to use a POC.

b. Partial Reimbursement When Government-Furnished Automobile Is Available

(1) When an employee requests to use a POC for TDY travel under par. C2158-C, mileage reimbursement is \$0.105/mile even though a Government-furnished automobile is available.

(2) This mileage rate is the GSA-determined approximate additional variable cost incurred by Government agencies for operating a Government-furnished automobile. The rate in this paragraph applies if the employee:

(a) is committed to using a Government-furnished automobile in accordance with par. C2158-C

but occasionally uses a POC, or

.....(b) requests to use a POC instead of a Government-furnished automobile.

c. Reimbursement When Transportation in a Government-Furnished Automobile as Passenger or Driver Is Available

(1) When an employee is authorized transportation in a Government-furnished automobile as a passenger, or as a driver with one or more other employees, but uses a POC instead, the employee is not entitled to any reimbursement if the Government-furnished automobile made the trip without the employee (21 Comp. Gen. 116 (1941)).

(2) If the Government-furnished automobile did not make the trip, the employee is entitled to reimbursement under par. C2158-A.

C4652 PARKING FEES

A. General. Reimbursement is authorized/approved for official transportation-related parking fees when using a privately owned automobile or a Government-furnished automobile.

B. Privately Owned Automobiles

1. When use of a privately owned automobile is advantageous to the Government, parking costs are reimbursed unless prohibited by the travel order.
2. When official travel is by verbal order, parking fees are reimbursable when the travel-approving/directing official approves the claim.
3. Reimbursement is allowed only for parking fees related to official business.
4. Parking fees are not allowed for PDT.

C. Government-Furnished Automobile. Parking fees incurred while driving a Government-furnished automobile on official business are reimbursable (i.e., private facility, street parking, meter parking, etc.)

C4654 OTHER ALLOWABLE COSTS

In addition to a mileage allowance, the following costs are allowable when incurred on official business:

1. ferry fares, bridge, road and tunnel tolls;
2. automobile parking fees; (related to the performance of official business only (except those incident to PDT)); and
3. aircraft landing, parking, and tie-down fees.

C4656 EMPLOYEES TRAVELING TOGETHER

1. POC mileage reimbursement is paid only to the employee incurring the operating expenses.
2. No deduction is made from the mileage payable to the entitled employee because other passengers (Government or non-Government employees) travel with the employee and contribute to paying operating expenses.

C4657 POC USE TO AND FROM TRANSPORTATION TERMINALS OR PDS

A. Round-trip Expenses Incurred for Drop-off or Pick-up at a Transportation Terminal. When a POC is driven round-trip to drop-off or pick-up an employee at a transportation terminal, the employee paying POC operating expenses is paid mileage for the round-trip distance and reimbursed for ferry fares, road, bridge and/or tunnel tolls, and parking fees for the most direct route.

B. Expenses Incurred for Two One-way Trips to and from a Transportation Terminal

1. When a POC is used for one-way travel from a residence or PDS to a transportation terminal and then from the transportation terminal to a residence or PDS when the TDY is completed, the employee incurring the POC operating expenses is paid mileage and reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

2. Terminal parking fees while TDY may be reimbursed not to exceed the cost of two one-way taxicab fares, including allowable tips.

C. Employee Departs From PDS on TDY. There are occurrences when a POC is driven from an employee's residence to the PDS on the day the employee departs from the PDS on TDY (requiring at least one night's lodging) and from the PDS to the residence on the day the employee returns. The employee who pays the POC operating expenses is paid mileage, and reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route from and to the residence.

D. Two or More Employees Travel in the Same POC

1. When an employee transports other travelers to or from the same transportation terminal, mileage is authorized for the additional distance involved.

2. Only one traveler is paid mileage for a trip.

3. Terminal parking fees may be reimbursed (to the employee who pays the fee) not to exceed the cost of two one-way taxicab fares, including allowable tips.

C4658 OFFICIAL DISTANCE DETERMINATION

A. Privately Owned Conveyance (Except Airplane). The distance is determined from the Defense Table of Official Distances (DTOD). See par. C1065.

B. Privately Owned Airplane. When privately owned airplane use is authorized/approved for transportation, the distance between origin and destination is determined from aeronautical charts issued by the Federal Aviation Administration (FAA). If adverse weather, mechanical difficulty, or unusual conditions cause necessary detours, the additional air distance must be explained. If distance cannot be determined by aeronautical charts, the flight time multiplied by the aircraft's cruising speed is used to determine distance.

C4659 PER DIEM FOR POC TRAVEL

A. POC Use Advantageous to the Government. When POC use is advantageous to the Government, per diem is computed under par. C4300-A in the same manner as for travel by POC on PDT.

B. POC Use Not Advantageous to the Government

1. When POC use is not advantageous to the Government, per diem reimbursement is limited under par. C4661-B except for travel when a POC is used instead of a Government-furnished automobile (see par. C2158).

2. When a POC is used under the conditions in par. C2158, per diem is reimbursed under par. C4661.

C4660 TRAVEL TIME

When travel is by POC, travel time is allowed for the necessary travel time when POC use is advantageous to the Government (see par. C4659-A). Constructed common carrier scheduled travel time is used in computing per diem when TDY travel by POC is not advantageous to the Government (except for travel under par. C2158).

C4661 COMPUTING REIMBURSEMENT FOR POC TRAVEL

A. Advantageous to the Government. When POC travel is advantageous to the Government, reimbursement for the official distance is computed at the authorized mileage rate, and per diem is computed for the travel time under par. C4659 (see par. C4654 for other allowable costs).

NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses. Repairs to POCs used for official travel may be allowed separately but claims must be submitted using Service procedures, under the Military Personnel and Civilian Employees Claims Act (31 U.S.C. §240-243).

B. Not Advantageous to the Government

1. Limitation

- a. When, for personal preference, a POC is used for official travel instead of common carrier transportation, travel reimbursement is computed at the mileage rate in par. C4651 plus per diem.
- b. The total allowable payment is limited to the total constructed cost of common carrier transportation including constructed per diem for that transportation method.
- c. This paragraph does not apply to travel performed under par. C2158 (B-183480, September 4, 1975).

2. Mileage and Per Diem Computation

- a. Mileage allowance is computed for the DTOD distance between authorized points.
- b. Ferry fares; bridge, road, and tunnel tolls; and automobile parking fees (related to official business) are added to the amount in subpar. a.
- c. The per diem rate authorized in the travel order is used for computing per diem.

3. Computation of Constructed Transportation Cost and Per Diem

- a. The Government's constructed transportation cost is computed on the basis of fares or charges for the least expensive, most direct, unrestricted common carrier transportation fare (ordinarily contract city-pair air fare; see par. C2152) between authorized points.
- b. Air transportation constructed cost includes any taxes or fees the Government would pay if Government-procured transportation had been provided.
- c. Taxi fares and excess baggage costs that would have been allowed are included.
- d. The constructed POC transportation cost includes transportation expenses for:
 - (1) the traveler claiming mileage, and

(2) persons performing official travel as passengers (uniformed members and civilian employees only) in the same conveyance.

4. Comparison

- a. Computed POC mileage and per diem are compared with the total constructed travel cost including per diem by common carrier. Reimbursement is made for the lesser amount.
- b. See par. C2152 for determining common carrier constructed cost.

5. Passengers

- a. Passengers, accompanying the employee claiming mileage, are not entitled to mileage.
- b. Per diem for eligible passengers is computed by comparing the total per diem payable for the travel performed and the total per diem payable for the appropriate common carrier constructed travel. The lesser amount is reimbursed.

NOTE: *The per diem rates and mileage allowances used in the following example(s) are for illustrative purposes only and do not necessarily reflect current allowances. Please check Appendix A or par. C4651-B for current TDY mileage rates. Please use the PDTATAC website (<http://www.dtic.mil/perdiem/>) for current per diem rates and Appendix A (MILEAGE (ALLOWANCE) (PCS)) for current PCS mileage rates.*

EXAMPLE

- 1. An employee is authorized TDY in Jacksonville, FL, from a PDS in Boston, MA.
- 2. The employee elects to travel by privately owned automobile (not advantageous to the Government). Maximum per diem rate (MPDR) for Jacksonville, FL, at the time of the TDY assignment was \$99; M&IE rate was \$34 and the maximum lodging amount (MLA) \$65. Actual lodging cost at Jacksonville, FL, was \$40.

Total Constructed Travel Cost by Common Carrier (including per diem on days of travel to and from Jacksonville, FL)		
1 round-trip air coach ticket (incl. federal tax paid by Government)	\$163.27	
Total taxicab expense at origin and destination point	9.00	
Day of travel to Jacksonville, FL. 75% of M&IE rate for Jacksonville, FL, plus lodging cost. \$25.50 (75% X \$34) plus \$40 lodging cost.	65.50	
Day of Return to Boston, MA. 75% of M&IE rate for Jacksonville, FL. \$25.50 (75% X \$34).	<u>25.50</u>	
Total Constructed Cost	\$263.27	\$263.27

Total Cost of Actual Travel by Automobile		
Mileage & Tolls. 2325 Miles @ \$0.345 per mile (round-trip)	\$802.13	
Tolls	<u>12.00</u>	
Total Transportation Cost	\$814.13	\$814.13
<u>Per Diem For Travel to Jacksonville, FL</u>		
Day of Departure (1st Day). 75% of M&IE rate for lodging location on 1st day plus lodging cost. \$22.50 (75% X \$30) plus \$35 lodging cost. Total NTE the maximum per diem rate for location of lodging \$85.	\$57.50	
Second Day. M&IE rate for lodging location on 2 nd day plus lodging cost. \$30 plus \$39 lodging cost. Total NTE the maximum per diem rate for location of lodging \$85.	69.00	
Third Day (Day of arrival at Jacksonville, FL. M&IE rate for Jacksonville plus lodging cost. \$30 + 40 lodging cost. Total NTE the maximum per diem rate for Jacksonville, FL \$99.	<u>70.00</u>	
Per Diem Cost for travel to Jacksonville, FL	\$196.50	\$196.50
<u>Per Diem for Travel from Jacksonville, FL, to Boston</u>		
Day of Departure from Jacksonville, FL (1st Day). M&IE rate for lodging location on 1st day plus lodging cost. \$30 + \$39 lodging cost. Total NTE the maximum per diem rate for location of lodging \$85.	\$69.00	
Second Day. M&IE rate for lodging location on 2nd day plus lodging cost. \$30 + \$35 lodging cost. Total NTE the maximum per diem rate for location of lodging \$85.	65.00	
Third Day (Day of return to PDS). 75% of M&IE (Same as rate for en route stopover point on 2nd day. \$22.50 (75% X \$30)	<u>22.50</u>	
Per Diem Cost for travel from Jacksonville, FL to Boston	\$156.50	\$156.50
Total Cost of Actual Travel by Automobile		\$1167.30

3. Since the cost for actual travel performed (i.e., mileage and per diem) exceeds the total constructed cost, the total allowable is limited to the total constructed cost of the common carrier transportation, including constructed per diem.

4. In this example, the total amount due for travel is \$263.27, plus the per diem payable for the TDY period at Jacksonville, FL.

5. The 12-hour prohibition does not affect the time en route because the combined per diem for travel and TDY assignment exceeds 12 hours.

C. Mixed Modes

1. Advantageous to the Government

a. If an employee is authorized POC travel as advantageous to the Government and travels partly by POC and partly by common carrier, the employee is entitled to:

- (1) the authorized mileage rate for the distance traveled by POC,
- (2) the cost of transportation purchased through a CTO, *and*
- (3) per diem for actual travel.

The total amount may not exceed the mileage plus per diem for the ordered travel.

b. The authorizing/order-issuing official may authorize, or the travel-directing/approving official may approve, actual travel cost (mileage plus the cost of transportation purchased plus per diem for the ordered travel) when justified in unusual circumstances.

2. Not Advantageous to the Government. If the employee is not authorized POC travel as advantageous to the Government and travels partly by POC for personal convenience and partly by common carrier, the employee is entitled to:

- a. the authorized mileage rate for the distance traveled by POC,
- b. the cost of transportation purchased through a CTO, *and*
- c. per diem for actual travel.

The total amount may not exceed the cost of constructed transportation and per diem (see subpar. B3) for the ordered travel.

C4662 RETURN TO PDS DURING TDY

A. General

1. The authorizing/order-issuing official must have it stated in the travel order if an employee is:

- a. required to return to the PDS on non-workdays at Government expense, or
- b. authorized to return to the PDS at Government expense during extended TDY.

2. Specific authorization is not required in the travel order to allow an employee to voluntarily return to the PDS on non-workdays or workdays after the close of business subject to a limitation on the per diem payment.

B. Return to PDS Directed during Non-workdays. When the TDY assignment does not require an employee to remain at the TDY site on non-workdays (including holidays), the authorizing/order-issuing official may require an employee to return to the PDS for non-workdays, as long as:

1. the expense for round-trip transportation and per diem allowance or AEA en route is less than the per diem allowance or AEA that would have been paid if the employee remained at the TDY point,
2. availability for duty on the last scheduled workday preceding absence and on the first scheduled workday following absence is not adversely affected, and

3. the travel order states the employee must return to the PDS.

C. Voluntary Return to PDS

1. When a TDY employee voluntarily returns on:

- a. non-workdays, or
- b. workdays after the close of business

to the:

- c. PDS, or
- d. place of abode from which the employee commutes daily to the PDS,

the maximum reimbursement allowable for the round-trip transportation (by any mode) and per diem, or AEA en route, is the per diem or AEA and travel expenses allowed had the employee remained at the TDY location.

2. The employee must perform voluntary return travel during non-duty hours or during periods of authorized leave.
3. The following examples show per diem and AEA computations involving voluntary return to the PDS:

NOTE: *The per diem rates and mileage allowances used in the following example(s) are for illustrative purposes only and do not necessarily reflect current allowances. Please check Appendix A or par. C4651-B for current TDY mileage rates. Please use the PDTATAC website (<http://www.dtic.mil/perdiem/>) for current per diem rates and Appendix A (MILEAGE (ALLOWANCE) (PCS)) for current PCS mileage rates.*

EXAMPLE 1

Lodging-Plus Per Diem Computation		
Wed	10/20	depart PDS
Wed	10/20	arrive TDY
Fri	10/22	depart TDY
Fri	10/22	arrive PDS
Sun	10/24	depart PDS
Sun	10/24	arrive TDY
Wed	10/27	depart TDY
Wed	10/27	arrive PDS

1. Employee's daily TDY lodging cost was \$45, which, when added to the applicable meal and incidental expense rate of \$30 equals \$75 (does not exceed the \$85 per diem for the TDY location).
2. Applying the \$75 per diem, which would have been allowable had the employee remained at the TDY location, the employee would be entitled to a total per diem of \$225 for Friday, Saturday and Sunday.
3. For voluntary return to the PDS, the employee is entitled to:
 - a. per diem for the travel day to the PDS (75% of the M&IE rate),
 - b. the transportation cost (mileage or common carrier) from the TDY location to the PDS and return, and
 - c. per diem for the travel day to the TDY location (75% of the M&IE rate plus the cost of lodging)

not to exceed \$225, the per diem entitlement had the employee remained at the TDY location on Friday, Saturday and Sunday.

Per diem for day of return to the PDS on Friday 75% of \$30	\$ 22.50
Cost of round-trip transportation	\$140.00
Per diem for day of travel to TDY location (75% of \$30) + \$45	\$ 67.50
Total	\$230.00

4. If the employee driving the POC traveled alone, the maximum reimbursement, based on the amount of per diem that employee would have received if the employee stayed at the TDY location, was \$225.

5. Since per diem and the cost of transportation (\$230.00) for travel to the PDS and return exceeds the per diem (\$225) the employee would have been entitled to if the employee remained at the TDY location, the employee is reimbursed \$225.

6. Using the same example, in a situation where an employee accompanies another employee who is driving a privately owned automobile, and assuming the same conditions apply, the employee driving the POC may be paid the round-trip mileage and per diem in the amount of \$230.00. This payment is based on the additional per diem that ordinarily could have been claimed by the accompanying passenger employee if the employee remained at the TDY location. ***NOTE: The passenger is not entitled to mileage. See par. C4661-B5.***

7. If each employee's per diem is taken into account, the maximum per diem payable would be \$450.

8. If the round-trip travel cost for the two employees is \$140 (for example) the complete cost of travel (i.e., per diem and round-trip mileage for the driver employee and per diem for the passenger employee equal to \$320) is payable. There also is a \$130 savings to the Government.

EXAMPLE 2

1. An employee is assigned to a TDY location. The travel order does not require the employee's return to headquarters daily. The employee voluntarily travels to place of abode each workday. Government quarters are not available. No lodging costs are incurred at the TDY location. The one-way distance between the PDS and TDY location is 75 miles. The employee travels by POC.

2. If the employee remained at the TDY location, the employee would have incurred lodging costs of \$40 per day and would have been entitled to a per diem of \$70 (\$30 + \$40), which is within the maximum rate of \$85 for the TDY location.

3. The \$70 is used as the maximum constructed amount that can be reimbursed for the round-trip travel between the TDY location and the PDS. To determine the amount of per diem payable, a cost comparison may be made as follows:

ITINERARY			
Mon	10/15	depart PDS	0600
Mon	10/15	return PDS	1830
Tues	10/16	depart PDS	0600
Tues	10/16	return PDS	1830
Wed	10/17	depart PDS	0600
Wed	10/17	return PDS	1830
Thur	10/18	depart PDS	0600
Thur	10/18	return PDS	1830

PER DIEM AND MILEAGE FOR ACTUAL TRAVEL PERFORMED			
Mon	10/15	75% of \$30 (M&IE Rate) (par. C4553-D)	\$ 22.50
Tue	10/16	75% of \$30 (M&IE Rate)	22.50
Wed	10/17	75% of \$30 (M&IE Rate)	22.50
Thur	10/18	75% of \$30 (M&IE Rate)	22.50
Four round trips of 150 miles each @ \$0.345per mile			\$207.00
Total Per Diem & Mileage for Actual Travel			\$297.00

CONSTRUCTED COST TO THE GOVERNMENT			
Mon	10/15	75% of \$30 (M&IE Rate) plus \$40 (Lodging cost)	\$ 62.50
Tue	10/16	\$30 (M&IE Rate) plus \$40 (Lodging cost)	70.00
Wed	10/17	\$30 (M&IE Rate) plus \$40 (Lodging cost)	70.00
Thur	10/18	75% of \$30 (M&IE Rate)	22.50
One round trip of 150 miles @ \$0.345 per mile			\$ 51.75
Total Constructed Cost			\$276.75

The employee is entitled to \$276.75 since it is the lesser amount.

EXAMPLE 3

AEA Comparison		
Sun	10/7	Arrive TDY AEA Authorized NTE \$90
Fri	10/12	Depart TDY (voluntary return to PDS)
Fri	10/12	Arrive PDS
Sun	10/14	Depart PDS
Sun	10/14	Arrive TDY (same TDY location)
Fri	10/19	Depart TDY (TDY completed)
Fri	10/19	Arrive PDS

1. The maximum AEA payable at the employee's TDY location is \$90 a day. This is used in comparing the actual expenses for the round-trip travel and what would have been payable if the employee remained at the TDY location.
2. If transportation costs plus AEA (both en route to and from the PDS and while at the TDY location on Friday prior to departure (breakfast, lunch, incidentals) and on Sunday after return (lodging)) amount to more than the employee would have received by staying at the TDY location, reimbursement is limited to \$276.75, i.e., what the employee would have been paid for remaining at the TDY location.
3. If the expenses incurred with voluntary return travel are less than the maximum payable, reimbursement is the lesser amount.

D. Return to PDS during Extended TDY

1. General

- a. For this paragraph, "extended TDY" means directed travel of 3 or more weeks.

b. An employee on extended TDY may be authorized to periodically return in an official travel status to the PDS, or place of abode from which the employee commutes daily to the PDS, on weekends or other non-workdays.

c. Reimbursement for transportation and per diem is on the same basis as TDY travel, but is not limited to the expenses otherwise payable had the employee remained at the TDY location.

2. Cost Analysis

a. Prior to authorizing return travel, the authorizing/order-issuing official must determine that the savings (i.e., increased employee efficiency and productivity and reduced recruitment and retention costs) outweigh the periodic return cost.

b. The TDY assignment length and purpose and the return travel distance must be considered.

c. An analysis must be conducted at least every other year.

3. Authorized Return

a. Authorized return travel is intended for an employee whose employment requires frequent extended TDY assignments away from the PDS.

b. An employee on extended TDY (as defined in subpar. 1) may be authorized to return to the PDS (or place of abode from which the employee commutes daily to the PDS) as frequently as every other weekend provided the return is:

(1) justified by the cost analysis required in subpar. 2, and

(2) the authorizing/order-issuing official determines the round-trip travel and transportation cost does not exceed the cost of remaining at the TDY location.

c. If the employee travels to a location (other than the PDS or place of abode from which the employee commutes daily to the PDS) *for personal reasons*, the employee is entitled only to the per diem and any travel expenses that would have been allowable had the employee remained at the TDY location (B-200856, August 3, 1981; and B-214886, July 3, 1984).

d. A statement that return travel is authorized must be included in the travel order, or on the travel voucher if approved after the travel has been performed. *This travel is an exception to the policy of scheduling travel during regular hours of duty.* Accordingly, the authorized return should be performed outside the employee's regular duty hours or during periods of authorized leave.

e. In the case of employees not exempt from the Fair Labor Standards Act overtime provisions, consideration should be given to scheduling required travel to minimize payment of overtime, including scheduling of travel during regular duty hours where necessary (55 Comp. Gen. 1291 (1976)).

normally should be submitted in writing at least 90 days before the anticipated date of retirement and must include the following information:

1. name, grade, and SSN;
2. name, spouse;
3. name(s) and age(s) of dependent children;
4. origin and destination of move; and
5. anticipated dates of move.

B. Immediate Family of Deceased Covered Individual. The family of a deceased employee should submit a request as prescribed in subpar. A as soon as practicable after the employee's death.

NOTE: Travel and transportation under this Part are payable for the immediate family of a covered individual who died while in Government service during the period beginning on January 1, 1994, and ending October 6, 1994, upon the immediate family's written application submitted to the designated official of the DoD component concerned by May 13, 1998.

C4803 ALLOWABLE EXPENSES

When the head of the DoD component concerned, or the employee's designee, authorizes/approves, the travel and transportation expenses specified in this paragraph shall be paid for those individuals who are eligible for such expenses under par. C4800. The specified expenses may be paid or reimbursed to the same extent as provided in the applicable provisions of these regulations referenced below. Allowable expenses and provisions of these regulations which apply are as follows:

1. travel expenses including per diem under par. C4000 for the individual;
2. transportation expenses under par. C7000, but not per diem, for the individual's immediate family;
3. mileage allowance under par. C4250 to the extent travel is performed by privately owned automobile;
4. transportation and temporary storage of HHG under Chapter 8, Part B not to exceed 18,000 pounds net weight.

C4804 EXPENSES NOT ALLOWABLE

Items of expense not listed in par. C4803 which generally are authorized for reimbursement in the case of transferred employees (e.g., per diem for family, cost of househunting, subsistence while occupying temporary quarters, miscellaneous expense allowance, residence sale and purchase expenses, leasebreaking expenses, NTS of HHG, relocation income tax allowance, and relocation services) are not authorized upon the eligible individual's retirement.

C4805 ORIGIN AND DESTINATION

A. General. The expenses listed in par. C4803 may be paid from the employee's PDS at separation to the place the individual elects to reside within the U.S. If the employee dies before separating, or after separating but before the move is completed, expenses may be paid to the place within these areas to which the immediate family elects to reside even if different than the place elected by the employee.

B. Alternate or More Than One Origin. Travel and transportation expenses may be paid from an alternate origin or more than one origin provided the cost does not exceed the cost the Government would have paid if all travel and transportation had originated at the official station from which the individual was separated to the place where the individual, or the immediate family, resides.

C. Same General or Metropolitan Area. These provisions contemplate a move to a different geographical area. If the place where the individual has elected to reside is within the same general local or metropolitan area in which the official station or residence was located at the time of the individual's separation, the expenses authorized by this Part may not be paid unless the distance criteria specified in par. C4108 for a short distance transfer are met.

C4806 TIME LIMITS FOR BEGINNING TRAVEL AND TRANSPORTATION

A. General. Except as provided in subpar. B, all travel and transportation, shall be accomplished within 6 months of the date of separation (or date of death if the employee died before separating). If authorized/approved by the Secretarial Process, under unusual extenuating circumstances that warrant a longer period, the travel and transportation may be delayed for a longer period, but in no case later than 2 years from the effective date of the individual's separation from service (or date of death if the employee died before separating).

B. Employee Died Between 1 January 1994 and 13 May 1997. For the immediate family of a covered employee who died in Government service on/after 1 January 1994 and on/before 13 May 1997, all travel and transportation shall be accomplished not later than 13 May 1999.

***C4807 USE OF FUNDS**

Travel advances shall not be issued to cover any of the expenses authorized by this Part. Travel and transportation arrangements should be made through Government-arranged travel and transportation means to the maximum extent possible to minimize travel and transportation costs and the need for individuals to use personal funds. In rare instances when individuals have been authorized/approved to make their own arrangements (See par. C2207), they may be reimbursed for their actual transportation expenses. (***NOTE: Reimbursement is not to exceed the applicable coach air fares for transportation of the individual and immediate family, or the applicable allowances under the commuted rate schedule (or the Government-arranged move cost if that is the directed transportation method) for moving and storage of HHG.***)

PART S: CONFERENCES**C4950 CONFERENCE PLANNING (FTR PART 301-74)**

A. Authority. OMB Bulletin No. 93-11, dated 19 April 1993, To The Heads of Executive Departments and Establishments, Subject: Fiscal Responsibility and Reducing Perquisites, Attachment 5.

B. Policy. The public interest requires that the Uniformed Services exercise strict fiscal responsibility when selecting conference sites. Accordingly, the Services shall select conference sites that minimize conference costs. When Service representatives attend conferences sponsored by others, the Service must keep its representation to a minimum consistent with serving the public's interest.

C. Scope and Coverage. This guidance applies to all Executive Departments, agencies and the Uniformed Services that sponsor conferences or pay for travel to conferences. In addition to conference travel by employees, this guidance applies to conference travel paid for persons invited to travel in support of Service programs.

D. Definitions

1. Conference: A meeting, retreat, seminar, symposium or event that involves attendee travel. The term also applies to training activities that are conferences under 5 CFR 410.404.

2. Conference costs: All costs paid by the Government for a conference, whether paid directly or reimbursed by DoD Agencies. Examples include:

a. attendee's travel costs (i.e., travel to and from the conference, ground transportation, lodging, meals and incidental costs),

b. attendee's time costs (i.e., the cost of attendee's time spent at the conference and traveling to and from the conference),

c. meeting room and audiovisual costs,

d. registration fees,

e. speaker fees,

f. conference-related administrative fees, and

g. similar costs.

3. Conference lodging allowance: the lodging allowance that is up to 25 percent above (rounded up to the next higher dollar) the established geographical lodging portion of the per diem rate. The M&IE portion of the per diem allowance remains unchanged.

4. Site: refers to both the geographical location and the specific facility selected.

E. Actions Required. When planning a conference DoD Agencies must:

1. Determine which conference expenditures provide the greatest advantage to the Government, by

a. ensuring appropriate management oversight of the conference planning process,

b. performing cost comparisons of the size, scope, and location,

- c. determining if a Government facility is available at a lesser rate,
 - d. considering conference alternatives, e.g., teleconferencing,
 - e. maintaining written documentation of the alternatives considered and the selection rationale used, and
 - f. minimizing cost by exercising strict fiscal responsibility in determining the best site.
2. minimize the conference administrative costs,
 3. minimize the attendees' travel costs,
 4. minimize the attendees' time costs,
 5. use Government-owned or Government provided facilities as much as possible,
 6. identify ways to save costs in selecting a particular conference site (e.g., lower rates during the off-season), and
 7. develop and establish internal policies that ensure these standards are met.

NOTE: Individuals must have the requisite contracting authority to obligate the Government in connection with conference arrangements.

F. Cost Considerations. When planning a conference, DoD Agencies should consider all direct and indirect conference costs paid by the Government. Conference costs to be considered include:

1. travel and per diem expenses,
2. rent of rooms for official business,
3. usage of audiovisual and other equipment,
4. computer and telephone access fees,
- *5. light refreshments for morning, afternoon, or evening breaks excludes alcoholic beverages and includes: coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, muffins, and similar items (when the conference is conducted at the sponsoring activity's PDS, and a majority of the attendees (at least 51%) are from other PDSs),
6. printing,
7. registration fees,
8. ground transportation, and
9. attendees' travel and time cost.

G. Cost Comparisons. When planning a conference, DoD Agencies must do cost comparisons to ensure the greatest benefit to the Government. Cost comparisons include:

1. determination of adequacy of lodging at the established per diem rate,
2. overall convenience,

3. fees,
4. meeting space availability,
5. equipment availability, e.g., audiovisual, fax,
6. commuting or travel distance of most attendees, and
7. other conference expenses.

H. Conference Site Selection

1. Documentation. DoD Agencies must maintain a record of the cost of each alternative conference site considered for each conference sponsored or funded, in whole or in part, for 30 or more attendees. A minimum of three sites must be considered for the conference and the documentation must be available for inspection by the Office of the Inspector General or other interested parties.
2. Locality Per Diem Rate. Initial selection of a location must be based on the established per diem rate; however, to provide DoD flexibility in the selection of the appropriate lodging facility at the most advantageous location, the lodging portion of the established per diem rate may be exceeded by up to 25 percent, if necessary. For example, if the established geographical lodging portion of the per diem rate is \$100, then facilities with lodging rates up to \$125 may be considered when selecting the conference location.
3. Conducted in the District of Columbia. The following special rules apply when the conference site is in the District of Columbia:
 - a. Lodging facilities may not be directly procured in the District of Columbia without specific authorization and appropriation from Congress (40 U.S.C. §34), and
 - b. any short-term conference meeting space obtained in the District of Columbia must be procured under 41 CFR 101-17.101-4.

NOTE: The rules in a and b do not prohibit payment of per diem to a traveler authorized to obtain lodging in the District of Columbia while performing official business travel.

I. Requirements for Attendance, Sponsoring or Funding a Conference at a Place of Public Accommodation

1. Attendance at a conference must be authorized by an official designated through the Secretarial Process.
2. Sponsoring or funding a conference by a DoD component at a place of public accommodations must be authorized by an official designated through the Secretarial Process.
3. When sponsoring or funding a conference, in whole or in part, at a place of public accommodation in the U.S., FEMA-approved accommodations must be used, unless the official designated through the Secretarial Process for authorizing the sponsoring and/or funding of a conference makes a written determination on an individual case basis that waiver of the requirement to use FEMA-approved accommodations is necessary and in the public interest for a particular event.

J. Advertisement or Application Form for Conference Attendance. Any advertisement or application for attendance at a conference sponsored or funded by a DoD Agency must include:

1. notice that attendees must use FEMA-approved places of public accommodation unless a waiver has been issued as indicated in subpar. F, item 3, and

2. notice of the prohibition of use of non FEMA-approved places of public accommodation to all non-Federal entities, e.g., contractors, to which the DoD Agency provides Federal funds.

K. Selection of Attendees. DoD must establish policies that reduce the overall cost of attending a conference. The policies and procedures must:

1. limit the Agency's representation to the minimum number of attendees necessary to accomplish the Agency's mission; and
2. provide for the consideration of travel expenses when selecting attendees.

L. Conference Administrative Costs. Conference administrative costs may not be included in an attendee's per diem allowance payment for attendance at a conference. Per diem is intended only to reimburse the attendee's subsistence expenses. Administrative costs must be paid separately.

M. Conference Lodging Allowance. The Conference Lodging Allowance is a pre-determined allowance of up to 125 percent of the applicable locality lodging per diem rate (rounded to the next highest dollar) and:

1. is not an actual expense allowance,
2. may not be used if the lodging rate exceeds the established lodging allowance by more than 25 per cent, and
3. may not be used concurrently with the actual expense method of reimbursement.

N. Conference Lodging Allowance Approval Authority

1. Government Sponsored Conference. Only a designated senior official of the sponsoring agency may determine that a conference lodging allowance is necessary, and the conference lodging allowance rate. All agencies must use that rate in reimbursing their attendees' lodging expenses.
2. Non-Government Sponsored Conference. The order-issuing official may authorize a member to be reimbursed for lodging expenses incurred up to the conference lodging allowance rate.

NOTE: If the Conference Lodging Allowance is inadequate, see JTR, Chapter, 4, Part M, for actual expense reimbursement authorization procedures.

O. Conference M&IE Rate

1. Light Refreshments. When light refreshments are furnished at nominal or no cost by the Government, no deduction of the attendee's M&IE allowance is permitted.
2. Meals Included in Registration Fee. When one or two meals are furnished at nominal or no cost by the Government, or are included in the registration fee, the proportional meal rate applies for each day meals are furnished.

C4955 CONFERENCE ATTENDANCE

A. General. Employees may attend and participate in conferences/meetings of recognized professional organizations to maintain and further their professional competency at Government expense (including TDY expenses), subject to the availability of funds and the employees' work responsibilities.

B. Authority. Title 5 U.S.C. §4110 authorizes conference attendance expenditures for meetings concerned with the functions and activities of the DoD component which contribute to improved conduct, supervision, or management of the component's functions and activities. This authority applies to attendance at technical, scientific, professional, or similar private membership non-Federal societies and organizations (38 Comp. Gen. 800 (1959)).

This authority is independent of the training authority included in par. C4500 unless it is administratively determined that training is the primary purpose of attendance at a meeting.

C. Government Sponsored Conferences. Attendance at Government expense may be authorized for the following:

1. conferences sponsored or cosponsored by a Federal agency at which an employee's attendance is required in the performance of official duties;
2. conferences of state/municipals government organizations, or of international agencies in which the Federal Government is officially participating, and the employee's attendance is related to official duties or for the purpose of transacting DoD business;
3. conferences of a group of individuals representing private interests, but convened for the purpose of transacting business directly related to the DoD functions or activities and attendance is in the employee's official performance; and
4. similar activities.

D. Non-Government Sponsored Conferences

1. General. Conference attendance for non-Federal technical, scientific, professional, and comparable private membership organizations is subject to the conditions in subpars. 2 through 4.
2. Attendance and Approval Requirements. Attendee selection and approval is subject to the provisions of governing regulations of the separate departments consistent with the regulations in Part Q (Acceptance of Payment from a Non-Federal Source for Travel Expenses).
3. Purpose. Employees may attend conferences at Government expense to:
 - a. further the programs of their DoD components;
 - b. present scientific and technical papers which further the development of the U.S. resources; and
 - c. maintain an effective professional, scientific, technical, managerial, and supervisory workforce.
4. Security. Security implications for attendance at all meetings and conferences conducted or sponsored by private or international organizations should be examined by an appropriate security officer at the activity concerned. Employees who attend such meetings must be briefed about security implications, when necessary, prior to attendance.

E. Registration Fees and Miscellaneous Expenses

1. When Travel is Involved. Registration fees authorized in the travel order or approved on a travel claim voucher are reimbursable. The proportional meal rate applies on any day that the cost for one or two meals is included in the registration fee (see par. C4554-B). Information should be included on the order as to whether or not the registration fee includes charges for meals, and if so, the number of meals and the dates on which furnished. When the registration fee includes lodgings without charge, only the applicable proportional per diem or TDY locality M&IE rate prescribed in <http://www.dtic.mil/perdiem/> is paid.
2. When No Travel is Involved. When attendance is authorized for a conference in the local area that:
 - a. does not involve travel,
 - b. does not involve per diem, and

c. for which a travel order is not issued,

the registration fee may be reimbursed.

F. Membership Fees and Dues. A DoD component may pay membership fees or dues from appropriated funds when the membership is in the Government's interest and the membership is in the DoD component's name (e.g., Per Diem Travel and Transportation Allowance Committee). (31 Comp. Gen. 398 (1952); 33 id. 126 (1953)).

G. Entertainment Expenses. Entertainment expenses for social events and other personal expenses not directly required by official duties are not reimbursable.

PART B: HHG WEIGHT ALLOWANCE**C8100 GENERAL**

The worldwide maximum weight of HHG that may be transported (or stored in connection with transportation) is 18,000 pounds net weight for each employee. For baggage allowances, see par. C2304).

NOTE: *Under no circumstances shall the Government pay any expenses associated with excess weight.*

C8105 NET WEIGHT DETERMINATION

A. Crated Shipments. The net weight of crated shipments:

1. does not include the crating material weight,
2. is 60% of the gross weight, and
3. may be computed at less than 60% of the gross weight if it was necessary (for reasons beyond the employee's control) to use unusually heavy crating and packing materials.

B. Uncrated Shipments. The net weight of uncrated shipments (commercial or noncommercial):

1. is the weight shown on the bill of lading or weight certificate;
2. includes the weight of barrels, boxes, cartons, and similar packing materials; and
3. does not include pads, chains, dollies, and other equipment needed to load and secure the shipment.

C. Containerized Shipments. When containers designed for repeated use are used (e.g., lift vans, CONEX transporters, and HHG shipping boxes) the shipment net weight is:

1. computed like an uncrated shipment if the container's weight includes interior bracing and padding materials,
2. 85% of the gross weight (after subtracting the container's weight) if the container's weight does not include the weight of interior bracing and padding materials, or
3. based on constructive weight if the container's gross weight cannot be determined.

*D. Constructive Weight. A constructive weight based on 7 pounds per cubic foot (*See NOTE 2 below.*) of properly loaded space may be used:

1. when an adequate scale is not available at origin, en route or at destination,
2. for a partial-load when the HHG weight cannot be determined (without unloading the vehicle at origin, en route or destination), or
3. when the carrier's charges for a local or metropolitan area move are computed on a basis other than the shipment's weight or volume (e.g., when payment is based on an hourly rate and the distance involved).

NOTE 1: *The employee should obtain a statement from the carrier showing the amount of properly loaded space required for the shipment.*

NOTE 2: *PBP&E weight is based on 40 pounds per cubic foot.*

C8110 WEIGHT ALLOWANCES WHEN GOVERNMENT FURNISHINGS ARE PROVIDED

A. Policy. When Government furnishings are provided at OCONUS locations, HHG shipment at Government expense to *or* from such OCONUS locations ordinarily is limited to 4,500 pounds net weight, not including unaccompanied baggage weight.

B. Exceptions

1. This restricted weight allowance does not apply retroactively to HHG shipped to an OCONUS location prior to the effective date that an administrative weight limitation was imposed on the location concerned.
2. When an employee is advised that an item of Government furnishings is not available at the OCONUS location, an amount equal to the weight of personal furnishings required in lieu of the unavailable Government furnishings is added to the 4,500 pounds.
3. If all Government furnishings are required to be returned to the Government or the Government furnishings become unserviceable and are not replaced, shipment of the employee's maximum weight allowance minus the HHG weight previously shipped, is authorized from storage or designated place to the current PDS.
4. When requested by the employee, the HHG weight allowance restriction may be increased by the authorizing/order-issuing official or designee under the following conditions:
 - a. the employee is assigned consecutive full-tour assignments to administratively weight-restricted areas;
 - b. the employee is on a tour that is extended one year or longer within the same administratively weight-restricted area;
 - c. additional furnishings were acquired through marriage occurring after the employee was relocated to the administratively weight-restricted area; or
 - d. undue hardship to the employee would result if the full administrative weight restriction were imposed.
5. When a weight restriction is imposed for HHG shipped *into* a non-foreign OCONUS area, the weight restriction *does not apply* to shipments *from* that location as long as the new PDS is not a weight-restricted area.

NOTE: *Appropriate storage, or shipment to a designated place, is authorized for the remainder of an employee's weight allowance.*

C8115 OVERWEIGHT SHIPMENTS

A. Policy

1. For shipments in excess of the authorized weight allowance, the employee is financially responsible for all costs associated with the excess weight following shipment completion, as determined by the Service concerned.
2. The employee's signature on the Application for Shipment and/or Storage of Personal Property (DD Form 1299) constitutes agreement to be financially responsible for excess weight charges.
3. When an excess weight status is known prior to shipment, TOs must notify the employee and the authorizing/order-issuing official providing shipment funds.

B. Excess Weight Beyond Employee Control. When HHG are transported in a crated condition and it is determined that for reasons beyond the employee's control, the use of heavy packing and crating materials caused the computed HHG net weight to exceed the allowed weight, the facts must be fully documented and the case forwarded with recommendations for adjustment action through channels as follows:

CHAPTER 9**MISCELLANEOUS EXPENSE ALLOWANCE (MEA)
DUE TO HOUSEHOLD RELOCATION****C9000 GENERAL**

The purpose of MEA is to reimburse various costs (e.g., moving household furnishings/appliances and other residence-relocation expenses) associated with an authorized/approved PCS/TCS residence relocation. See Chapter 10 for specific costs associated with mobile home relocation that are covered under transportation expenses. *An advance of MEA funds is not authorized.* Examples of reimbursable costs include:

1. disconnecting/connecting appliances, equipment, and utilities involved in relocation, and converting appliances for operation on available utilities (this does not include purchasing appliances or equipment in lieu of conversion);
2. cutting and fitting rugs, draperies, and curtains moved from one residence to another;
3. non-refundable utility fees/deposits;
4. losses on non-transferable/non-refundable contracts for medical, dental, food lockers, and private institutional care (such as that provided for handicapped or invalid dependents only);
5. automobile registration, driver's license and taxes imposed when bringing automobiles into some jurisdictions, reinstalling a catalytic converter upon vehicle reentry into the U.S. for employees participating in the DoD POV Import Control Program, securing a bond allowing a POV to be admitted into the U.S. for non-participants in the DoD POV Import Control Program (62 Comp. Gen. 282 (1983));
6. rental agent fees customarily charged for securing housing in foreign countries;
7. charges for pet quarantine (B-206538, September 14, 1982) excluding medicine/medical care, grooming, and similar fees for services that are a part of routine pet care;
8. required removal or installation by host country law of automobile parts (such as tinted windows or special lights (56 Comp. Gen. 53 (1976))); and
9. similar items.

**NOTE: See DSSR, sections 241.2d and 242.4 for authority to reimbursement an employee for a lease penalty expense incurred for early termination of a lease in the U.S. or a foreign area incident to a transfer to or from a foreign area.*

C9001 ELIGIBILITY

MEA is payable when:

1. a PCS/TCS is authorized/approved,
2. the employee moves out of the old residence,
3. the employee establishes a new residence, and
4. an appropriate transportation agreement is signed.

C9002 ELIGIBILITY EXCLUSIONS

The following are not eligible for MEA:

1. new appointees assigned to the first PDS, (appointees to any position, including student trainees, Senior Executive Service (SES) and Presidential appointees);

NOTE: *Employees performing first-PDS travel in a foreign area are eligible for the miscellaneous expense portion of the FTA. For Foreign Transfer Allowance guidance refer to Section 240 of the Department of State Standardized Regulations (DSSR) as stated in par. C1004.*

2. employees performing RAT unless a PCS is authorized/approved in conjunction with the RAT and the employee has discontinued residence at one location and established a residence at a new location in connection with such change;
3. employees assigned to an OCONUS PDS returning to the actual residence for separation; and
4. employees authorized transportation for dependents and/or HHG to/from a training location instead of per diem or AEA under the provisions of par. C4500.

C9003 LIMITATIONS

A. Limited Reimbursement. MEA is not authorized to reimburse an employee for:

1. costs that exceed the maximums provided by law or in these regulations;
2. costs that are not allowed in these regulations;
3. costs reimbursed under other provisions of law or regulations;
4. costs incurred for reasons of personal taste or preference and not required because of the move;
5. losses covered by insurance;
6. fines or other penalties imposed on the employee or dependents;
7. judgments, court costs, and similar expenses because of civil actions; and
8. expenses due to circumstances, factors, or actions that were not due to the move.

B. Limited Reimbursement Examples. Examples of costs in subpar. A that are not reimbursable are:

1. losses/costs due to selling/buying homes and personal property;
2. duplicate payments for reimbursable expenses;
3. additional insurance costs on HHG in transit to the new PDS, or cost of loss/damage to that property;
4. additional costs caused by the employee shipping HHGs that exceed the maximum weight allowance provided by law or the JTR;
5. higher income, real estate, sales, or other taxes due to establishing residence in the new locality;
6. fines imposed for traffic infractions while en route to the new PDS;

CHAPTER 10
MOBILE HOME TRANSPORTATION

<u>Paragraph</u>	<u>Contents</u>
C10000	Privately Owned Mobile Homes <ul style="list-style-type: none">A. EligibilityB. Geographic LimitationsC. Amount of AllowanceD. Advance of FundsE. Movement Method
C10001	Reimbursement for Mobile Homes Transportation in Lieu of HHG Shipment <ul style="list-style-type: none">A. RoutingB. Movement of Mobile Home by Commercial TransporterC. Movement Other Than by Commercial TransporterD. Government-Procured TransportationE. Transportation Partly by Commercial Transporter and Partly by Other MeansF. Limitation on Reimbursement

CHAPTER 10**TRANSPORTATION OF MOBILE HOMES****C10000 PRIVATELY OWNED MOBILE HOMES**

A. Eligibility. An employee who is entitled to movement of HHG may, in lieu of such transportation, be authorized transportation of a mobile home for use as a residence. To be eligible for the allowance, the employee shall certify in a manner prescribed by the Service/Defense Agency concerned that the mobile home is for use as a residence for the employee and/or the employee's immediate family at the destination. However, when an employee is not eligible to receive an allowance for movement of a mobile home under this Chapter, authorization may be given for transportation of HHG as provided in Chapter 8 if otherwise proper. Authority for transportation of a mobile home is in addition to that relating to per diem and transportation expenses of the employee and transportation expenses of dependents. Transportation of a mobile home shall not be authorized in connection with temporary duty travel.

B. Geographic Limitations

1. Overland Transportation. Allowances for transportation of mobile homes overland may be made only for the transportation of such homes within the CONUS, within Alaska, and through Canada en route between Alaska and CONUS. Allowances for transportation within the limits prescribed shall be paid even though the transportation involved originates, terminates, or passes through locations not covered, provided the amount of the allowance is computed on the basis of that part of transportation which is within CONUS, within Alaska, or through Canada en route between Alaska and CONUS.

2. Over Water Transportation. Allowances for transportation of mobile homes over water shall be made only for transportation of such homes from a point of origin within CONUS or within Alaska to a destination point either within CONUS or within Alaska.

C. Amount of Allowance. Because of the limitations on allowable charges when a mobile home is moved by a commercial transporter, the employee should ensure when paying the carrier that the bill includes specific itemization of charges. The employee should find out from the carrier what part of the preparation responsibility is that of the carrier and what part is that of the shipper. The employee should ensure that body, frame, springs, wheels, brakes, and tires are in good condition and that any extra property placed in the mobile home does not constitute an overload condition that could result in damage and repair charges that would be borne by the employee.

D. Advance of Funds. For details pertaining to advance of funds for mobile home movements, see Chapter 1.

*E. Movement Method. The employee is responsible for making all arrangements for mobile home movement by commercial transporter or other means unless the Government arranges the move.

C10001 REIMBURSEMENT FOR MOBILE HOMES TRANSPORTATION IN LIEU OF HHG SHIPMENT

A. Routing. Transportation of mobile homes at Government expense in lieu of shipment of HHG is limited to movements of mobile homes by the usual highway routing between points within CONUS, within Alaska, and through Canada between origin and destination points in CONUS or Alaska.

B. Movement of Mobile Home by Commercial Transporter

1. Allowed Reimbursement. When a mobile home is transported by a commercial transporter, (see subpar. C6 for preparation fees also allowance as transportation costs), reimbursement is allowed for:

- a. the carrier's charges for actual transportation of the mobile home in an amount not exceeding the Interstate Commerce Commission, or similar State regulatory body, tariffs applicable for a mobile home of the size and type, and for the distance transported;
- b. ferry fares; bridge, road, and tunnel tolls; taxes; charges or fees fixed by a state or municipal authority for permits to transport mobile homes in or through its jurisdiction; and the carrier's service charges for obtaining such permits;
- c. charges for a pilot (flag) car or escort services, when such services are required by state law.

At the time the employee pays the carrier's bill the employee should ensure the bill itemizes all charges.

2. Reimbursement Not Allowed. When a mobile home is transported by a commercial transporter, reimbursement is not allowed for:

- a. carrier's charges for maintenance and repairs to the mobile home en route, including structural repairs, brake repairs, replacement of tires, and charges incident thereto (an employee should ensure that body, frame, springs, wheels, brakes, and tires are in good condition and that any extra property placed in the mobile home does not constitute an overload condition that could result in damage and repair charges);
- b. insurance for valuation of mobile homes above carrier's maximum responsibility (additional transit insurance covering items that are not a part of the mobile home manufacturer's installed equipment or specifications shall be borne by the employee);
- c. storage and charges designated in tariffs as "special service"

C. Movement Other Than by Commercial Transporter

1. Entitlement. When a mobile home is transported by means other than a commercial transporter, such as when it is towed by a POV, an allowance of \$0.11 per mile shall be made for the transportation costs listed in subpar. B1, items a through c. In addition, the Service/Defense Agency concerned shall pay the costs of preparing the mobile home for movement and resettling it at the destination as provided in subpar. D. No allowances other than the \$0.11 per mile shall be made for transportation of the mobile home but payment of the mileage allowance for use of a POV may be made in addition to the \$0.11 allowance. The computation of distances shall be as prescribed in subpars. 2 through 4.

2. Point of Origin or Destination Within CONUS or Within Alaska. When the point of origin or destination of a mobile home that is moved by other than a commercial transporter is within CONUS or Alaska, the allowable distance is the standard highway distance prescribed in par. C4658-A.

3. Point of Origin or Destination Is an Island Within CONUS or Within Alaska. When the point of origin or destination of a mobile home that is moved by other than commercial transporter is an island within the boundaries of CONUS or of Alaska, the statute distance to or from the usual place of arrival or departure on the mainland also is allowed.

4. Point of Origin or Destination Not in CONUS or Alaska. When point of origin or destination, or both, of a mobile home that is moved by other than a commercial transporter is other than that contained in subpars. 2 and 3, the allowable distance shall be limited to the distance which the mobile home is transported within or between any points in CONUS, including Alaska, and through Canada en route between Alaska and elsewhere in CONUS. Mileage is computed as provided in subpar. 2.

5. Transportation Over Water. When a boat used as a primary residence is transported over water, an allowance for transportation includes, but not be limited to:

- a. the cost of fuel and oil used for propulsion of the boat;

- b. the cost of pilots or navigators in the open water;
- c. the cost of a crew;
- d. charges for harbor pilots;
- e. the cost of docking fees incurred in transit;
- f. harbor or port fees and similar charges relating to entry in and navigation through ports; and
- g. the cost of towing, whether in tow or towing by pushing from behind.

6. Other Allowable Transportation Costs. In addition to the allowances prescribed in subpars. 1 through 5, an allowance for transportation shall include costs generally associated with preparing a mobile home at a point of origin inside Alaska or CONUS for movement and resettling the mobile home at the destination inside Alaska or CONUS. Any costs for preparing a mobile home located outside Alaska or CONUS for movement, and any costs for resettling a mobile home outside Alaska or CONUS shall not be reimbursed. Preparation costs include, but are not limited to:

- a. rental, installation, removal and transportation of hitches and extra axles with wheels and tires;
- b. labor costs for unblocking and unanchoring at origin and blocking and anchoring at destination;
- c. cost for purchasing blocks when in lieu of transporting blocks from old duty station and cost of replacement blocks broken while the mobile home was being transported;
- d. packing and unpacking of HHG associated with the mobile home;
- e. disconnecting and connecting utilities;
- f. labor costs for removal and reassembling of skirting;
- g. cost of separating, preparing and sealing each section for movement and reassembling the two halves of a double wide mobile home;
- h. installation and removal of towing lights on trailer;
- i. charges for reasonable extension of existing water and sewer lines;
- j. cost of dismantling and assembling a portable room appended to a mobile home.

D. Government-Procured Transportation

*1. Government Arranged Move. At the request of an employee entitled to mobile home transportation (see par. C10000) and subject to the written agreement to pay any excess costs involved (see subpar. 2), the Government should arrange for transportation of the employee's mobile home by commercial or Government means between the points authorized in this Chapter and pay the costs of pickup, transportation, and delivery of the mobile home to destination ready for occupancy, except for the costs enumerated in subpar. b. The employee does not receive any other allowances for the transportation involved. Allowable costs include charges for actual transportation; ferry fares; bridge, road, and tunnel tolls; taxes; and municipal and/or state permits. The employee's request may be denied in any case where the costs enumerated in subpar. 2 are not collectible from the employee's pay due to the employee no longer being in a pay status.

2. Collection From the Employee. The following costs are charged against the employee for repayment to the Government:

- a. all storage charges accruing at any point unless caused by conditions beyond the control of the employee;
- b. all costs of special handling requested by the employee;
- c. all costs of insurance or excess valuation over the carrier's maximum liability as stated in the carrier's tariffs;
- d. all costs for preparing the body and chassis of a mobile home for movement and for any repairs or maintenance performed en route including costs for replacement parts and tires;
- e. all costs paid by the Government regardless of type which result in an overall payment in excess of the limitation stated in subpar. F.

3. Limitation. The total amount allowable under this paragraph shall not exceed the limitation established in subpar. F.

E. Transportation Partly by Commercial Transporter and Partly by Other Means. If a mobile home is transported partly by commercial transporter and partly by other means, the allowances described in subpars. B, and C shall apply to the respective portions of the transportation.

F. Limitation on Reimbursement. The reimbursement allowable under subpar. B, C, or E shall not exceed the constructive expense that would have been allowed by the Government for transportation and 90 days temporary storage of the maximum weight of HHG for which the employee has eligibility.

CHAPTER 11**TRANSPORTATION OF PRIVATELY OWNED
VEHICLES (POVs)****C11000 GENERAL**

POVs (as defined in Appendix A) of an employee transferred in the Government's interest, a new appointee, or a student trainee assigned the first PDS, may be transported at Government expense:

1. when it is determined in advance of authorization that it is in the Government's interest for the employee to have POV use at the OCONUS PDS, or
2. in the case of an employee whose PDS is Johnston Island (Atoll), and Hawaii is the place designated for the immediate family to reside, or
3. when it is determined that transporting POV(s) wholly within CONUS is advantageous and economical to the Government. (see par. C11009.)

NOTE 1: *There is no authority for rental car reimbursement while awaiting POV arrival.*

****NOTE 2:*** For other requirements related to shipping a POV, see the MTMC website at: <http://www.mtmc.army.mil/>, and "Shipping your POV" at: <http://144.101.37.132/property/pov/povpam.pdf>.

C11001 DETERMINATION OF ELIGIBILITY (OCONUS)

Commanding officers or designated representatives who assign employees OCONUS are delegated authority to determine the employees' eligibility to transport a POV at Government expense. Compliance with the criteria set forth in this Chapter and consistent treatment of all DoD employees must be assured. Commanding officers or designated representatives in CONUS who assign employees OCONUS must comply with the eligibility criteria established for the specific OCONUS area and obtain clearance from the appropriate OCONUS command.

C11002 ELIGIBILITY CRITERIA (OCONUS)

A. **General.** One POV may be transported at Government expense when it is determined to be in the Government's interest for the employee to have POV use at the PDS. A determination in the Government's interest must be made as circumstances change and when the employee agrees to serve a succeeding tour of duty at the same or another OCONUS PDS. A record of determination must be made in writing and filed in the employee's personnel folder.

B. **Conditions.** A determination/redetermination that it is "in the interest of the Government" for the employee to have the use of a POV at the OCONUS PDS may be made only if all of the following conditions are present:

1. use of the POV is not primarily for the convenience of the employee and immediate family;
2. local conditions make it desirable from the Government's viewpoint for the employee to have use of a POV;
3. use of a POV by the employee contributes to the effectiveness in the employee's job;
4. use of a POV of the type involved is suitable in the local conditions;

5. the cost of transporting the POV to/from the official station is not excessive considering the time the employee has agreed to serve at that official station;

C. Employees Assigned to Johnston Island. An employee, assigned on permanent duty to Johnston Island, may transport one POV at Government expense from the old PDS to Hawaii if Hawaii is designated as the location at which dependents are to reside during the specified tour of duty. When reassigned from Johnston Island to a new PDS, one POV may be transported from Hawaii to the port serving the new PDS, or at the employee's request, to an alternate port subject to the employee reimbursing the Government for all costs in excess of having the POV transported from Hawaii to the port from which the POV was originally shipped to Hawaii.

C11003 CONDITIONS GOVERNING TRANSPORTATION (OCONUS)

A. Transportation Not Authorized. Transportation of a POV is not authorized when:

1. the POV may be driven to the PDS over hard-surfaced all-weather highways, including ferries, and it is determined that the employee, or dependent(s), reasonably should be expected to drive the vehicle (See par. C2156 concerning reimbursement for use of ocean-going car ferries when it is determined that the employee or dependent(s) should drive the vehicle for only part of the distance involved.);

2. the local government prohibits importation of such a vehicle, applies particularly difficult restrictions on such importations, or the pertinent military department's regulations prohibit or advise against the shipment of such vehicles for military personnel (This item does not apply for an employee assigned on Johnston Island who is authorized to ship a POV to Hawaii under par. C11002-C.);

3. a vehicle is purchased in a nonforeign OCONUS area by an employee not permanently assigned there at the time of the purchase, unless it is used by the employee or dependent for personal transportation at the OCONUS PDS as a replacement vehicle. This item prohibits only the shipment at Government expense incident to the employee's PCS following vehicle purchase; or

4. an employee is hired at an OCONUS location for duty at the employee's first PDS located within CONUS (Title 5 U.S.C. §5727 authorizes transportation of POVs to an OCONUS PDS, from that same OCONUS PDS and between OCONUS PDSs only where the POV is to be used at an OCONUS PDS. See 68 Comp. Gen. 258 (1989)). (Example; an employee residing in Hawaii, who was hired locally for duty at a PDS in Hawaii and is later transferred from the Hawaii PDS to a PDS in CONUS, is not authorized transportation for a POV to CONUS. Similarly, an employee residing in Hawaii, hired locally for duty at a PDS in CONUS is not authorized transportation for a POV to CONUS.)

B. Transportation Authorized. Transportation of a POV may be authorized when an employee:

1. is transferred or assigned from a CONUS location to an OCONUS PDS, meets the eligibility criteria in par. C11002, and signs an agreement as provided in par. C4001;

2. is transferred or assigned from an OCONUS location to another OCONUS duty station, meets the eligibility criteria in par. C11002, and signs an agreement as provided in par. C4001;

3. completes a tour(s) of duty at an OCONUS PDS where it was determined to be in the Government's interest for the employee to have a POV, or the employee was assigned to Johnston Island and a POV was transported to Hawaii under par. C11002-C, and the employee is returning through transfer, or upon separation from service after completion of a tour of duty, to the U.S.;

B. Claim Submission

1. **Claim Voucher**. The employee must submit the claim application (Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses, DD Form 1705) along with supporting documentation. The DD Form 1705 and supporting documents must be included as attachments to a Travel Voucher, or Subvoucher, DD Form 1351-2. Expenses claimed for a residence sale and a residence purchase may be included in the same application.
2. **Claim Initiation**. When initiating a claim, the employee should retain a copy of the application and all originals of the supporting documents. The employee must submit to the official designated in par. C1 at the new duty station:
 - a. an original and one copy of the Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses, DD Form 1705, which includes one set of all supporting documents (copies should be submitted as the documentation is not returned), and
 - b. a completed Travel Voucher or Subvoucher, DD Form 1351-2.

C. Review and Approval of Reasonable Charges

1. **Official Responsible for Review**. An official designated by the commanding officer of an activity must review the expenses claimed and the supporting documentation. The reviewing official must determine that the expenses claimed are:
 - a. reasonable in amount, and
 - b. customarily paid by the seller or buyer (as appropriate) in the locality where the property is located.

Any portion of costs determined to be excessive, or for which a satisfactory explanation cannot be obtained, must not be approved. The reviewing official must attach to the application (DD Form 1705) an explanation regarding any disallowance, reduction, or adjustment of cost items. For approved expense items the reviewing official must indicate the authorized amount, sign the application, and return the entire claim to the official at the employee's new duty station from whom it was received. The official at the new duty station forwards the claim to the appropriate payment official for payment approval. If a reviewing official determines that an application cannot be approved because of incomplete documentation, or other reasons, the reviewing official must return the claim with an explanatory letter to the official at the employee's new PDS from whom it was received. The official at the new duty station must forward the explanatory letter to the employee. The reviewing official may utilize the service of available legal officers in determining whether any claimed expense item is an authorized real estate expense or a finance charge under the Truth in Lending Act (P. L. 90-321).

2. **Assistance**. The local real estate association should be contacted for a schedule of typical closing costs for local single family property purchases and sales. These closing costs should be used as guidelines but not as rigid limitations in determining if the expenses claimed are reasonable. The local real estate association also may provide information concerning local real estate transaction custom and practices including information as to which costs are customarily paid by the seller or purchaser and the local terminology used to describe them.

D. **Payment Approval**. The approval authority must approve the DD Form 1705 in accordance with Agency regulations for real estate transactions at the new duty station. When the claimed charges are approved as reasonable and proper, the DD Form 1705, supporting documents, and DD Form 1351-2 are submitted to the travel or claim voucher payment approving official for payment approval and then to the appropriate paying office. The payment approval official may accept the required prior approvals regarding reasonable costs and customary procedure as conclusive but must determine independently if:

1. the total claimed is within prescribed limitations,

2. all the conditions and requirements under which claims may be paid have been met, and
3. the expenses claimed are reimbursable.

E. Privacy Act Statement. This subparagraph implements the Privacy Act of 1974 (5 U.S.C. §552a) by adding the Privacy Act Statement for “Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses” (DD Form 1705). The form may be reproduced locally and made available to the individual supplying the data shown on DD Form 1705. The form also is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://web1.whs.osd.mil/icdhome/forms.htm>.

C14004 REIMBURSEMENT FOR UNEXPIRED LEASE SETTLEMENT COSTS

A. Allowable Expenses. Expenses (including broker's fees for obtaining a sublease or charges for advertising an unexpired lease) incurred for settling an unexpired lease (including month-to-month rental) on a residence occupied by an employee at the old PDS are reimbursable when:

1. applicable laws or the lease terms provide for payment of settlement expenses,
2. they cannot be avoided by subleasing or other arrangement,
3. the employee has not contributed to the expense (e.g., by failing to give appropriate lease termination notice promptly after the employee is officially notified of the date of transfer), and
4. the broker's fees or advertising charges are not in excess of those customarily charged for comparable services in that locality.

B. Claim Procedure. An employee must submit a claim in accordance with directions in the DoDFMR, Volume 9 (<http://www.dtic.mil/comptroller/fmr/>) for reimbursement of costs incurred incident to settlement of an unexpired lease. ***Rental penalty cost shall not be allowed if, upon official notification of the date of transfer, the employee could have avoided the expense by giving timely notice of intent to vacate.*** Allowable cost items are limited to those payments made by the employee which represent unavoidable expense directly attributable to lease termination prior to the expiration date. The total amount of the expenses must be entered on the voucher. The employee must be prepared to provide the following documentation:

1. a copy of the lease prescribing penalties or other costs payable if occupancy is terminated prior to the lease expiration date,
2. a statement of the extent of bona fide attempts made to avoid penalty costs if the lease includes a savings provision for subleasing or making other arrangements to avoid penalty costs, and
3. an itemization of expenses and necessary explanations for clarification of penalty costs and paid receipts for each expense item.

****NOTE: See DSSR, sections 241.2d and 242.4 for authority to reimbursement an employee for a lease penalty expense incurred for early termination of a lease in the U.S. or a foreign area incident to a transfer to or from a foreign area.***

C14005 RETURN FROM MILITARY DUTY

See par. C4110 for PCS allowances, including allowances provided in this Chapter, when an employee is reinstated at a new PDS after return from military duty.

PART B: PROPERTY MANAGEMENT (PM) SERVICES**C15050 GENERAL**

*A. When Payment for PM Services may be Authorized. A DoD component, when it determines through the Secretarial Process that it is in the Government's interest, may offer payment for PM services to assist an employee in offsetting costs associated with retaining a residence at the old PDS. Payment for PM services may be authorized when an employee:

1. transfers in the Government's interest to a PDS in a foreign area; or
2. is assigned to a foreign PDS, is transferred back to a U.S. PDS different than the one from which the employee left when transferred to a foreign area, and is eligible to sell a residence at Government expense; or
3. transfers within the United States (see the definition in Appendix A), and is eligible to sell a residence at Government expense; or
4. is authorized TCS (see par. C4111); or
5. signs a tour renewal agreement with an effective date on/after 24 October 1997.

(NOTE: In items 2 and 3 above, PM services are in lieu of the sale of the employee's residence at Government expense.)

B. How PM Services Obtained. A DoD component shall use PM services included in the DoD National Relocation Program contract.

C. Definitions

1. PM Services. PM services, provided by private companies for a fee, help an employee manage a residence at the old PDS as a rental property. These services typically include:
 - a. obtaining a tenant;
 - b. negotiating the lease;
 - c. inspecting the property regularly;
 - d. managing repairs and maintenance;
 - e. enforcing lease terms;
 - f. collecting the rent;
 - g. paying the mortgage and other carrying expenses from rental proceeds and/or the employee's funds;
 - h. accounting for the transactions and providing periodic reports to the employee; and
 - i. similar services.
2. Foreign Area. See Appendix A.
3. United States. See Appendix A.

D. Income Tax Consequences of PM Services. An employee is taxed on the amount of property management services expenses the Government pays a relocation service company. The DoD component also must pay the employee a relocation income tax (RIT) allowance for the additional Federal, State and local income taxes incurred on property management services expenses it reimburses the employee or pays on the employee's behalf. The employee should be advised to consult with a tax advisor to determine the tax consequences of these payments and of maintaining the residence as a rental property.

E. Employees Ineligible for Payment for PM Services. Employees ineligible for payment for PM management services are:

1. new appointees;
2. employees assigned under the Government Employees Training Act (5 U.S.C. §4109); and
3. employees transferring wholly within a foreign area (except during a TCS (see par. C4111)). ***NOTE: Relocations wholly outside the U.S. do not affect previously authorized PM services as long as the employee continues to meet the requirements of par. C15051.***

C15051 PAYMENT FOR PM SERVICES FOR EMPLOYEES TRANSFERRED TO A PDS IN A FOREIGN AREA

A. General. Components, through the Secretarial Process, may authorize payment for PM services on behalf of an employee when:

1. a transfer to a PDS in a foreign area is in the Government's interest;
2. the employee and/or a member(s) of the employee's immediate family hold title to a residence that the employee would be eligible to sell at Government expense under pars. C14000 or C15000 if transferred to or within the U.S.; and
3. the employee signs a service agreement.

NOTE: Payment for PM services may be authorized only on a residence at an employee's last U.S. PDS from which the employee transferred to a foreign area PDS.

B. Duration of Payment for PM Services. Payment for PM services may be made from the time an employee transfers to a PDS in a foreign area until one of the following occurs:

1. the employee transfers back to an official station in the U.S.;
2. the employee completes the tour of duty in a service agreement at the PDS and remains there, but does not sign a new service agreement (see ***NOTE***); or
3. the employee separates from Government service.

NOTE: To ensure that payment for PM services continues after completing a tour of duty in a service agreement, an employee must sign a new service agreement that includes, at the command's discretion, PM services continuation.

C15052 PAYMENT FOR PM SERVICES FOR EMPLOYEES TRANSFERRED TO A PDS IN THE U.S.

A. When Payment for PM Services may be Authorized. A DoD component may pay for PM services when an employee is transferred:

1. back to a different U.S. PDS than the one the employee left when transferred to a foreign area PDS or

2. within the U.S.

if:

1. the employee's transfer is in the Government's interest;
2. the employee and/or a member(s) of the employee's immediate family hold title to a residence that the employee is eligible to sell at Government expense under pars. C14000 or C15000;
3. the component, through the Secretarial Process, determines that payment for PM services is more advantageous and cost effective for the Government than sale of the employee's residence; and
4. the employee has signed a service agreement incident to the transfer to the U.S. PDS.

Payment for PM services may be authorized only for a residence at the old U.S. PDS.

B. Option to Accept PM Service in Lieu of Residence Sale. When an employee is offered PM services under this paragraph, the employee may elect to accept such services in lieu of selling the residence at Government expense. An employee is not required to repay PM expenses if the employee elects to sell a U.S. residence at Government expense when transferred from a foreign area PDS to a U.S. PDS different than the one from which transferred to the foreign area PDS.

C. Sale of Residence After Electing PM Services. An employee, who is authorized and elects PM services under this paragraph, may later elect to sell the residence at Government expense (within the applicable time limitation in Chapter 14). Payment for the sale of the residence at Government expense may not exceed the maximum amount prescribed in par. C14002-B, item 1, for sale of a residence, less the amount paid for property management services. If the amount paid for property management services equals or exceeds the maximum amount in par. C14002-B, item 1, no reimbursement is allowed for sale of the residence.

D. Duration of Payment for PM Services. Payment for PM services under this paragraph shall not exceed 2 years from the effective date of the employee's transfer. For transfers within the U.S., an extension of up to one year, under the conditions in par. C14000-B, may be allowed.

C15053 PAYMENT FOR PM SERVICES FOR EMPLOYEES AUTHORIZED A TCS

A. General. An employee authorized a TCS under par. C4111, is entitled to PM services for the residence at the previous official station when the employee and/or a member of the employee's immediate family holds title to the residence.

B. Duration of Payment for PM Services. Entitlement to payment for PM services is from the time the employee transfers to the temporary official station until one of the following occurs:

1. the employee transfers back to the permanent official station;
2. the employee separates from the Government service;
3. the temporary official station becomes the PDS; or
4. the end of the 30th month.

C. Sale of Residence Incident to Temporary Official Station Becoming Permanent. An employee, authorized real estate expenses for the sale of residence because the temporary official station becomes permanent, is required to repay PM fees paid under this paragraph after the temporary official station becomes the employee's PDS.

*B. children of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support. (**NOTE:** "Children" includes natural offspring; stepchildren; adopted children; grandchildren, legal minor wards or other dependent children who are under legal guardianship of the employee or employee's spouse; also, a child born and moved after the employee's effective date of transfer because of advance stage of pregnancy, or other reasons acceptable to the DoD component concerned, e.g., awaiting completion of the school year by other children (50 Comp. Gen. 220 (1970); 66 id. 497 (1987)));

C. dependent parents (including step- and legally adoptive parents) of the employee or employee's spouse; and

D. dependent brothers and sisters (including step- and legally adoptive brothers and sisters) of the employee or employee's spouse who are unmarried and under 21 years of age or who, regardless of age, are physically or mentally incapable of self-support.

NOTE 1: Generally, the individuals named in items C and D are dependents of the employee if they receive at least 51 percent of their support from the employee or employee's spouse; however, this percentage of support criterion must not be the decisive factor in all cases. These individuals also may be dependents for the purpose of this definition if they are members of the employee's household and, in addition to their own income, receive support (less than 51 percent) from the employee or employee's spouse without which they would be unable to maintain a reasonable standard of living.

NOTE 2: In connection with the Missing Persons Act, "dependent" is defined in par. C6101-A for purposes of transportation eligibility under that Act.

NOTE 3: With respect to emergency leave travel, see par. C6453-D.

NOTE 4: With respect to threatened law enforcement/investigative employees, see par. C6401.

DESIGNATED PLACE. A place the commander concerned, or the commander's designated representative, or the employee designates for the movement of dependents or HHG when not accompanying the employee.

DESTINATION RATE. The per diem rate applicable to the next location at which an employee is to perform TDY or at which an employee makes an en route stopover to obtain overnight lodging.

DIFFERENT (OR SEPARATE) DEPARTMENTS AND AGENCIES

A. The several departments and agencies of the Executive branch of the Federal Government.

B. Within the Department of Defense, the terms "Different Departments" or "Different Military Departments" means the DoD components separately. (**NOTE:** This distinction is necessary with regard to funding for travel and transportation from one department to another.)

DISCOUNT GOVERNMENT MEAL RATE. The daily rate charged for meals in a Government dining facility minus the operating cost. See definition of "GOVERNMENT MEAL RATE" for current rates.

DISTANCE. As applicable for the Defense Table of Official Distance:

SHORTEST—Routes a driver takes to minimize total distance traveled while still following a truck-navigable route. Used in most cases to calculate HHG distances.

PRACTICAL—Route a driver ordinarily would take to minimize time and cost. Practical routes model the trade-off between taking the most direct path versus staying on major, high-quality highways. Interstate highways are given a higher priority than secondary highways. Practical routings consider distance, road quality, terrain, urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distances.

DUTY STATIONS. For the purpose of entitlement to HHG and mobile home transportation and storage -- the place at which an employee actually is assigned for duty, including a place from which the employee commutes daily to an assigned station.

EFFECTIVE DATE OF PCS ORDERS. The date an employee is required to commence travel to comply with orders. (***NOTE:** In determining the effective date, authorized leave or TDY en route required by the orders is excluded.*)

EFFECTIVE DATE OF TRANSFER OR APPOINTMENT. The date an employee or new appointee reports for duty at a new or first PDS.

EMERGENCY TRAVEL. See *TRAVEL, EMERGENCY*.

***EMPLOYEE.** A civilian individual:

- A. employed by an agency (as defined in this Appendix), regardless of status or grade;
- B. employed intermittently as an expert or consultant and paid on a daily WAE basis; or
- C. serving without pay or at \$1 a year (5 U.S.C. §5701(2)) (also referred to as "invitational traveler" for TDY travel purposes only).

EMPLOYEE, DISABLED.

A. An employee who has a disability as defined in paragraph (B) of this definition and generally otherwise is covered under the Rehabilitation Act of 1973, as amended (29 U.S.C. §701-797b).

B. Disability, with respect to an employee:

- 1. having a physical or mental impairment that substantially limits one or more major life activities;
- 2. having a record of such an impairment;
- 3. being regarded as having such an impairment; but
- 4. does not include an individual who is currently engaging in the illegal use of drugs, when the covered entity acts on the basis of such use.

C. Physical or mental impairment:

- 1. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems:
 - a. neurological,
 - b. musculoskeletal,
 - c. special sense organ,
 - d. respiratory (including speech organs),
 - e. cardiovascular,
 - f. reproductive,

NOTE 2: When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.

GOVERNMENT. The Government of the United States and the Government of the District of Columbia.

GOVERNMENT AIRCRAFT. Any aircraft owned, leased, chartered or rented and operated by an executive agency.

GOVERNMENT-CONTRACT RENTAL AUTOMOBILE. An automobile obtained for short-term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

GOVERNMENT CONTRACTOR-ISSUED INDIVIDUALLY BILLED CHARGE CARD. A Government contractor-issued charge card used by authorized individuals to pay for official travel and transportation related expenses for which the contractor bills the employee.

GOVERNMENT CONVEYANCE. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for Government use. This includes aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel.

GOVERNMENT DINING FACILITY/GOVERNMENT MESS. A generic term used in lieu of Government mess, general mess, dining hall dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by nonappropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used (See Appendix O, par. T4040-A2b. for information on "Government mess available.") by an employee includes:

- A. a general or Service organizational mess, including messing facilities of a state-owned National Guard Camp; (***NOTE:*** A mess established and operated primarily for enlisted member subsistence is not included for employees unless the mess is used by them);
- B. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or
- C. box lunches, in flight meals, or rations furnished by the Government on military aircraft.

(NOTE: In-flight snack meals purchased at the member's/employee's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a Government dining facility/mess.)

GOVERNMENT-FURNISHED AUTOMOBILE. An automobile (or "light truck," as defined in 41 CFR 101-38 including vans and pickup trucks) that is:

- A. owned by an agency;
- B. assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or
- C. leased by the Government for 60 days or longer from a commercial firm.

GOVERNMENT-FURNISHED VEHICLE. A Government-furnished automobile or a Government aircraft.

GOVERNMENT MEAL RATE. The daily rate (discount or standard) charged for meals in a Government dining facility.

Effective 1 October 2000

1. Discount Government Meal Rate: \$6.60 per day
2. Standard Government Meal Rate: \$8.00 per day

NOTE: Also see ***DISCOUNT GOVERNMENT MEAL RATE.***

GOVERNMENT MESS. See ***GOVERNMENT DINING FACILITY/GOVERNMENT MESS.***

GOVERNMENT-PROCURED TRANSPORTATION. Transportation obtained directly from a commercial carrier with a document issued by an appropriate Government official.

GOVERNMENT QUARTERS.

A. Sleeping accommodations in a facility (other than a transportation mode) owned, operated, or leased by the U.S. Government; or furnished by a foreign government under an agreement or on a complimentary basis in behalf of the United States; or furnished by a Government contractor under the terms of a contract or on a complimentary basis;

B. lodgings or other quarters obtained by U.S. Government contract;

C. quarters in a state-owned National Guard camp;

D. sleeping facilities in a National Guard armory when these facilities actually are used or their use is directed by competent authority for annual or year-round annual training even though not used;

E. temporary lodging facilities as defined in this Appendix;

F. permanent lodging facilities on a U.S. installation, owned and operated by private corporation, if the use of these facilities is directed by Service regulations; and

G. family-type housing owned or leased by the U.S. Government.

NOTE 1: Government quarters include guest houses, officers clubs, operations hotels, bachelor officers quarters, visiting officers quarters, or similar quarters facilities located at a military activity, quarters aboard a Corps of Engineers floating plant and a Navy Mine Defense Laboratory offshore platform. Also included are family type quarters owned or leased by the U.S. Government, whether occupied as a guest or as a principal.

NOTE 2: Standards of adequacy are prescribed by the Office, Secretary of Defense, and implemented by appropriate Service regulations.

GOVERNMENT TRANSPORTATION. Transportation facilities owned, leased, or chartered, and operated by the U.S. Government for transportation on land, water, or in the air. (*Also see Government Conveyance.*)

GOVERNMENT TRANSPORTATION REQUEST (GTR) (Standard Form 1169). A Government document used to procure common carrier transportation services. The document obligates the Government to pay for transportation services provided.

GROUP MOVEMENT. A movement of 2 or more official travelers traveling as a group, under the same orders (either PCS or TDY/TAD) for which transportation will be furnished by Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the orders. (***NOTE: Members, traveling together under orders directing no/limited reimbursement, may be between any points en route, provided that the order specifically indicates the points between which the status applies.***)

HOUSEHOLD GOODS (HHG).** Items (except those listed in B. and the ***NOTE) associated with the home and all personal effects belonging to an employee and dependents when shipment or storage begins.

A. HHG include:

1. PBP&E needed and not needed for the performance of official duties at the next or a later destination (PBP&E that are needed but may cause the HHG total weight to exceed 18,000 pounds optionally may be shipped administratively (see par. C8120) and therefore must be weighed separately and identified on the inventory at origin as PBP&E.);
2. spare parts for a POV (see definition in this Appendix) and a pickup tailgate when removed;
3. integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), and miscellaneous associated hardware);
4. consumable goods for employee's ordered to locations listed in Appendix F; and
5. vehicles other than POVs (such as motorcycles, mopeds, jet skis, hang gliders, snowmobiles, and golf carts).

B. HHG *does not* include:

1. personal baggage when carried free on tickets;
2. automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; and farming vehicles (see Chapter 11 for POV shipment);
3. live animals including birds, fish and reptiles;
4. cordwood and building materials (B-133751, November 1, 1957 and B-180439, September 13, 1974);
5. HHG for resale, disposal or commercial use rather than for use by the employee and dependents;
6. privately owned live ammunition (B-130583, May 8, 1957); and
7. boats.

NOTE: *Federal/local laws or carrier regulations may prohibit commercial shipment of certain articles not included in B. These articles frequently include:*

1. *property liable to impregnate or otherwise damage equipment or other property (e.g., hazardous articles including explosives, flammable and corrosive materials, poisons);*
2. *articles that cannot be taken from the premises without damage to the article or the premises;*
3. *perishable articles (including frozen foods), articles requiring refrigeration, or perishable plants unless:*
 - a. *shipment is to be transported not more than 150 miles and/or delivery accomplished within 24 hours from the time of loading,*
 - b. *no storage is required, and*
 - c. *no preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.*

Items, which are irreplaceable or are of extremely high monetary or sentimental value are not provided special security even though extra-value insurance may be purchased. Employees and their dependents are advised to transport these types of items personally.

HOUSEHOLD GOODS TRANSPORTATION. See TRANSPORTATION, HHG.

HOUSE-HUNTING TRIP (HHT). Round trip travel between the old and new PDS for the purpose of seeking a permanent residence.

IMMEDIATE FAMILY. See *DEPENDENT/IMMEDIATE FAMILY*.

INTERVIEWEE. An individual who is being considered for employment by an agency. The individual may currently be a Government employee

INVITATIONAL TRAVEL. See *TRAVEL, INVITATIONAL*.

ITINERARY, VARIATION IN. A change in routing of travel or points of TDY in connection with official business, justified by the mission nature and requirements.

LOCALITY RATES. Maximum per diem rates prescribed for specific localities.

LODGINGS-PLUS PER DIEM SYSTEM. The method of computing per diem allowances for official travel in which the per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.

MEMBER (UNIFORMED SERVICES). A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. (**NOTE:** *“Retired person” includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.*)

MILEAGE (ALLOWANCE) - PERMANENT CHANGE OF STATION (PCS) TRAVEL, FIRST DUTY STATION TRAVEL, HOUSE HUNTING TRIP (HHT) AND SEPARATION TRAVEL. An allowance for the authorized use of a privately owned automobile during official travel, the amount of which depends on the number of miles for which the allowance may be paid under the circumstances (as determined in accordance with the applicable provisions of this regulation) and the number of authorized travelers transported. PCS mileage rates for a privately owned automobile are:

- a. \$0.15 per mile for one authorized traveler,
- b. \$0.17 per mile for two authorized travelers,
- c. \$0.19 per mile for three authorized travelers, and
- d. \$0.20 per mile for four or more authorized travelers.

***MILEAGE (ALLOWANCE) FOR LOCAL AND TDY TRAVEL.** A rate per mile in lieu of reimbursement of actual expenses for operating a POC. Mileage allowance rates are:

- a. privately owned automobile \$0.345 (effective 22 January 2001),
- b. privately owned motorcycle \$0.275 (effective 22 January 2001), and
- c. privately owned airplane \$0.965 (effective 22 January 2001) (**NOTE:** *Use of a privately owned aircraft other than an airplane (e.g., helicopter) is not reimbursed on a mileage basis; see par. C2153.*)

(NOTE: *For purposes of converting kilometers to miles -- One kilometer equals .62 miles. Example: To convert 84 kilometers to miles:*

$$\begin{array}{rcl}
 \textit{kilometers} & \textit{times (X)} & 0.62 = \textit{miles} \\
 84 \textit{ kilometers} & (X) & 0.62 = 52 \textit{ miles}
 \end{array}$$

MISSING STATUS. The absence status of an employee who officially is carried or determined to be:

- A. missing;
- B. missing in action;
- C. interned in a foreign country;
- D. captured, beleaguered, or besieged by a hostile force; or
- E. involuntarily detained in a foreign country.

MIXED MODES, TRANSPORTATION. Travel using two or more of the following modes:

- A. Personally-procured transportation,
- B. POC, (including on a PCS, a rental vehicle procured at personal expense),
- C. Government transportation.

MOBILE HOME. A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or by towing. It includes a house trailer, a privately-owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)), and a boat an employee uses as the place of principal residence (62 Comp. Gen. 292 (1983)), as well as all HHG and PBP&E contained in the mobile home and owned or intended for use by the employee or dependents.

NON-FOREIGN (OCONUS) AREA. The States of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, and U.S. territories and possessions.

NONTEMPORARY STORAGE (NTS) OF HHG. Long term storage of HHG in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from place of storage, storage, and other directly related necessary services.

OCONUS.

- A. Outside CONUS.
- B. For permanent duty travel purposes with respect to Alaska, Hawaii, Commonwealths of Puerto Rico and the Northern Mariana Islands, Guam, the territories and possessions of the United States, or foreign countries and similar geographical localities, an OCONUS place of employment outside the geographical locality in which the actual residence is located.

OFFICIAL STATION. *See PERMANENT DUTY STATION.*

OPEN MESS. A nonappropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

ORDER-ISSUING/AUTHENTICATING OFFICIAL. *See AUTHORIZING/ORDER-ISSUING OFFICIAL.*

OVERSEAS. *See OCONUS.*

PER DIEM ALLOWANCE.

NOTE 1: *Per diem does not include transportation and other miscellaneous travel expenses.*

The per diem allowance (also referred to as subsistence allowance) is a daily payment instead of reimbursement for actual expenses for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges, including taxes (*except taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands - see NOTE2 below*) and service charges where applicable for:

1. **Lodging.** Expenses for overnight sleeping facilities; (including Government quarters); baths; personal use of the room during daytime; telephone access fees; and service charges for fans, air conditioners, heaters, and fires furnished in rooms when such charges are not included in the room rate. (**NOTE: The term "lodging" does not include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard common carriers is a transportation cost and is not covered by per diem.**)

(NOTE 2: The maximum amount allowed for lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) does not include an amount for lodging taxes. Taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are a separately reimbursable travel expense. The maximum amount allowed for lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands (see <http://www.dtic.mil/perdiem/>) includes an amount for lodging taxes. Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable.)

2. **Meals.** Expenses for breakfast, lunch, dinner, and related taxes and tips (**NOTE: Specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons.**)

3. **Incidental Expenses.** Incidental expenses include:

- a. Fees and tips to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses and others on ships, and hotel servants in foreign countries. (See par. C6552, item 4, regarding baggage-handling costs incurred as a direct result of an employee's disability.);
- b. Transportation (i.e., bus, subway) between places of lodging or duty/business and places where meals are taken, if suitable meals cannot be obtained at the TDY site (**NOTE: If, in the opinion of the authorizing/order-issuing official, suitable meals cannot be obtained at the TDY site and reimbursement in the incidental expenses for travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under par. C2402.**);
- c. Laundry, dry-cleaning, and/or pressing of clothing (except when travel is within CONUS and requires at least 4 consecutive nights TDY/PCS lodging in CONUS – see NOTE 3 below);
- d. Telegrams and telephone calls necessary to reserve lodging accommodations;
- e. Mailing costs associated with filing travel vouchers and payment of Government-sponsored contractor-issued travel charge card billings;
- f. Potable water and ice (28 Comp. Gen. 627 (2 May 1949)); and
- g. Taxes (*except taxes on lodging in the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands -See NOTE 2 above*) and service charges on any of the expenses in items 1 through 3f.

**APPENDIX A
PART II: ACRONYMS**

AEA	Actual Expense Allowance
AMC	Air Mobility Command
AOR	Area of Responsibility
ATM	Automated Teller Machine
BAH	Basic Allowance for Housing (formerly BAQ and VHA)
BAS	Basic Allowance for Subsistence
CFR	Code of Federal Regulations
CMTR	Combined Marginal Tax Rate
COLA	Cost-of-Living Allowance
CONUS	Continental United States
COSTEP	Commissioned Officer Student and Extern Program
CSRS	Civil Service Retirement System
CTD	Civilian Travel Determination
CTO	(Contracted) Commercial Travel Offices
CWT	Hundred weight
DDESS	Domestic Dependent Elementary and Secondary School
DOD	Department of Defense
DODDS	Department of Defense Dependents Schools
DODEA	Department of Defense Education Activity
*DOHA	Defense Office of Hearings and Appeals
DOJ	Department of Justice
DSSR	Department of State Standardized Regulations
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulations
DTS	Defense Travel System
EUM	Essential Unit Messing
FAM	Foreign Affairs Manual
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FERS	Federal Employees Retirement System
FHA	Federal Housing Administration
FTA	Foreign Transfer Allowance
FTR	Federal Travel Regulation
FTS	Federal Telecommunications System
FUTA	Federal Unemployment Tax Allowance
FWTR	Federal Withholding Tax Rate
GAO	General Accounting Office
GBL	Government Bill of Lading
GMR	Government Meal Rate
GOCO	Government-Owned Contractor Operated
GSA	General Services Administration
*GSBCA	General Services Administration Board of Contract Appeals
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HHT	House-hunting Trip
HOR	Home of Record
IRC	Internal Revenue Code
IRS	Internal Revenue Service
ITO	Installation Transportation Officer
ITRA	Income Tax Reimbursement Allowance

JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force
JTR	Joint Travel Regulations
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem (PDT Travel)
MARS	Military Affiliate Radio System
MEA	Miscellaneous Expense Allowance
MIA	Missing in Action
MOU	Memorandum of Understanding
MSC	Military Sealift Command
MTMC	Military Traffic Management Command
MTR	Marginal Tax Rate
NIST	National Institute of Standards and Technology
NOAA	National Oceanic and Atmospheric Administration (Same as USNOAA)
NTS	Nontemporary Storage
O&M	Operations and Management
OCONUS	Outside the Continental United States
OGE	Office of Government Ethics
OMB	Office of Management and Budget
OPM	Office of Personnel Management
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment
PCS	Permanent Change of Station
PD	Per Diem Determination
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PHS	Public Health Service (Same as USPHS)
PIN	Personal Identification Number
PITI	Principal, Interest, Taxes and Insurance
PLEAD	Place From Which Entered (or Called) to Active Duty
PMR	Proportional Meal Rate
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PRO-Gear	Professional Gear (<i>also referred to as PBP&E</i>)
PTA	Prepaid Ticket Advice
RAT	Renewal Agreement Travel
RIT	Relocation Income Tax
SES	Senior Executive Service
SIT	Storage in Transit
SR&R	Special Rest and Recuperative Absence
SROTC	Senior Reserve Officers' Training Corps
SSB	Special Separation Benefit
SSN	Social Security Number
STS	Specialized Treatment Services
TCS	Temporary Change of Station
TDRL	Temporary Disability Retired List

TDY	Temporary Duty
TGBL	Through Government Bill of Lading
TLA	Temporary Lodging Allowance
TLE	Temporary Lodging Expense
TMC	Travel Management Centers
TMS	Travel Management System
TQSA	Temporary Quarters Subsistence Allowance
TQSE	Temporary Quarters Subsistence Expenses
TQSE (AE)	Actual Expense Reimbursement for Temporary Quarters Subsistence Expenses
TQSE (F)	Fixed Amount Reimbursement for Temporary Quarters Subsistence Expenses
UN	United Nations
U.S.	United States
U.S.C.	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration
USPHS	United States Public Health Service
VA	Department of Veterans Affairs
WAE	When Actually Employed
WTA	Withholding Tax Allowance

APPENDIX E

PART II: SAMPLE FORMAT INVITATIONAL TRAVEL ORDER

The sample format below may be used as a guide (for all Services) to prepare an ITO. *Use of the sample format is not mandatory.*

INVITATIONAL TRAVEL ORDER

Name _____ TRAVEL ORDER NUMBER _____

Address _____

DATE APPROVED _____

You are invited to proceed from _____

in sufficient time to arrive at _____ by _____ (Date)

for the purpose of _____

for approximately _____ days. Upon completion, you shall return to the point of origin.

You are authorized to travel by: Rail Commercial Air Military Aircraft Bus
See below for travel by Privately-Owned Conveyance

- The order-issuing agent has arranged Transportation.
 - Transportation tickets are included with this order.
 - Transportation tickets shall be provided at a later date
- To arrange transportation call: (____) _____
- You may arrange your transportation. The following rules apply:

You must arrange your transportation with a (Contracted) Commercial Travel Office (CTO) when the contract with the CTO permits the CTO to arrange transportation for travelers who are not Government employees. If you are in a foreign country, except for Canada and Mexico, you may use a travel office not under contract to the Government if ticketing cannot be secured from a branch office or general agent of an American-flag carrier. If you purchase transportation from a travel office (travel agency) not under contract to the Government, reimbursement is limited to the cost to the Government on a constructive basis for transportation that would have been arranged by a CTO if available. If the contract between the Government and the CTO does not permit the CTO to arrange transportation for contractors/contractor employees or others who are not Government employees, reimbursement for transportation may not exceed coach class air accommodations unless otherwise permitted in JTR, par. C2204-A.

It is DoD policy that in using regularly scheduled air transportation:

- (a) accommodations selected shall be the least costly service that permits satisfactory accomplishment of the mission of the traveler, and
- (b) United States carriers must be used for all commercial foreign air transportation if service provided by those carriers is available; otherwise reimbursement for the cost of transportation is not allowed.

You are authorized to travel by privately-owned conveyance (POC) as advantageous to the Government. Reimbursement shall be at the rate of **\$0.345** cents per mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred including per diem while in travel status under this travel order.

You are authorized to travel by privately-owned conveyance (POC) on a constructive basis. You would normally be authorized to travel by common carrier. Reimbursement shall be limited to the cost of travel by the usual mode of common carrier, including per diem.

Receipts: Ticket stubs are required to substantiate your transportation cost. Receipts are required for lodging. Receipts are required for all items of expense in an amount of \$75 or more plus any applicable tax.

You shall be paid a per diem allowance to cover your expenses for lodging (with taxes at locations in CONUS separately), meals, and incidentals. While traveling and performing the mission you shall be authorized a per diem equal to the daily amount you pay for lodging, plus a fixed amount for meals and incidental expenses, not to exceed the applicable maximum amount prescribed on the Per Diem Committee homepage: <http://www.dtic.mil/perdiem/> for the locality concerned. If your costs, particularly for lodging, are more than the applicable maximum per diem rate prescribed, then only the maximum per diem rate shall be paid. (See JTR, Chapter 4, Part L for applicable rules.)

Applicable Per Diem Rates:

Locality	Maximum Lodging Rate	Meal & Incidental Expense Rate	Total Per Diem

You shall be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only.

You shall be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; fees and tips to waiters, bellboys, maids, porters; personal laundry, pressing, and dry cleaning (*see NOTE below*); local transportation (including usual tips) between places of lodging, duty, and place meals are taken; and other necessary expenses. You shall be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned. (See JTR, Chapter 4, Part M for applicable rules.)

Actual Subsistence Expense Allowance (AEA) Authorized:

Locality	Maximum AEA Allowance	Amount allowed for Meals & Incidental Expenses if M&IE authorized on a per diem basis.

(NOTE: The cost you incur during travel (not after returning) for laundry/dry cleaning and pressing of clothing is a separately reimbursable expense in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights lodging while on Government travel. There is no separate reimbursement for laundry/dry cleaning and pressing of clothing when travel is OCONUS. Those costs are part of the per diem/AEA allowance when travel is OCONUS.)

The JTR is available at <http://www.dtic.mil/perdiem/>. Address any inquiries regarding this travel order to: _____

The travel authorized herein has been determined to be in the public interest, and is chargeable to:

8. CTO service and processing fees;
9. authorized/approved expenses for:
 - a. necessary stenographic or typing services, data processors or rental of typewriters ICW reports/correspondence preparation;
 - b. clerical assistance;
 - c. services of guides, interpreters, packers, or vehicle drivers;
 - d. storage of property used on official business;
 - e. room rental at a hotel/other place used for official business;
 - f. charges for inoculations that are not available through a Federal dispensary for OCONUS travel, (*this does not include travel expenses* incurred for obtaining the required inoculations);
 - g. official local and long distance phone calls (see par. T4060-B5);
 - h. excess baggage transportation costs;
 - i. conference registration fees;
 - j. dual lodging costs; (***NOTE: Reimbursement shall not exceed the amount of per diem or AEA plus appropriate lodging taxes that would have been paid had the traveler remained overnight.***); and
 - k. nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled (***NOTE: Reimbursement shall not exceed the amount of the remaining per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.***);
10. use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms;
11. tips for taxis and limousines;
12. transportation costs to and from the transportation terminal (see JFTR, par. U3320, and Chap. 3, Part E; and JTR, Chap. 2, Part C);
13. parking fees at the transportation terminal (while TDY), NTE the cost of taxi fares (including allowable tips) to and from the terminal (see JFTR, par. U3320; and JTR, par. C4657-B);
14. a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes;
15. **MEMBERS/EMPLOYEES**: tips for handling *Government property at terminals and hotels*;
16. **UNIFORMED MEMBERS ONLY**: customary tips for handling *any baggage* at transportation terminals; and
- *17. **CIVILIAN EMPLOYEES ONLY**:
 - (a) **The cost during TDY/PCS travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing is a separately reimbursable travel expense when travel within CONUS requires at least 4 consecutive nights TDY/PCS lodging in CONUS.**

(b) The cost during TDY/PCS travel (not after arriving at or returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing is not a separately reimbursable travel expense for OCONUS travel. It is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.

***18. UNIFORMED MEMBERS ONLY:**

(a) Except as indicated in (b), the cost during TDY travel (not after returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense when TDY travel *within CONUS* requires at least 7 consecutive nights TDY lodging in CONUS. (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16);

(b) The cost during TDY travel (not after returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing is *not* reimbursable when a reduced per diem is authorized under JFTR, par. U4135. *PMR and GMR are not reduced per diem rates for this purpose;*

(c) The cost during TDY travel (not after returning to the PDS) for laundry, dry-cleaning, and/or pressing of clothing is *not* a separately reimbursable travel expense *for OCONUS* travel. It is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.

*19. similar travel related expenses (***NOTE: Do not reimburse mission-related or personal expenses which include batteries, tools, film, gifts for child care, house care, pet care, hotel concierge, or workout room/gym fees.***)

F. Reimbursement for Travel Expenses At the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location.
2. Use of a Government vehicle/special conveyance is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
 - a. duty sites,
 - b. lodgings,
 - c. dining facilities,
 - d. drugstores,
 - e. barber shops,
 - f. places of worship,
 - g. cleaning establishments, and
 - h. similar places required for the traveler's subsistence, health or comfort.
3. If a Government vehicle/special conveyance is not authorized, the traveler is entitled to reimbursement for necessary public transportation costs.
4. If private vehicle use is authorized, reimbursement is the automobile mileage rate times the miles driven for the necessary travel around the TDY location.
5. Travelers must note the required miles driven.

T4045 TRAVEL ENTITLEMENTS FOR RESERVE COMPONENT PERSONNEL

A. General. This paragraph applies to Reserve Component personnel on active/inactive duty under orders that provide for return home. For travel of cadets and midshipmen, applicants and members of the Senior Reserve Officers' Training Corps (SROTC), Reserve travel for medical and dental care, members of the Ready Reserve on muster duty, retirees called to active duty and active duty for training tours of 20 or more weeks at one location (except as noted in par. U2146), see par. U7150.

B. Inactive Duty Training. Reserve Component personnel commit to an obligation to participate in 48 scheduled training periods (inactive duty training (IDT) unit drills) a year. Services have different terms for these drills, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location where the member normally performs "drill" (the armory, reserve center, assembly location, etc.). They receive no reimbursement for that commute. For purposes of this subparagraph, **Assigned Unit** is a reserve member's designated post of duty and **TDY Station** is an alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There is no entitlement to travel and transportation allowances. The member may be authorized reimbursement under par. T4040-F for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.

2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is entitled to allowances in par. T4040 and par. T4030, limited to travel cost from the assigned unit.

3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site Within the Local Commuting Area. There's no entitlement to travel and transportation allowances; however, the member is paid mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for Annual Training (AT). For AT travel, members are entitled to payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. No per diem is payable to:

1. Reservists at an AT site when both Government quarters and meals are available, but the member is entitled to reimbursement for the Government quarters charge. If Government quarters and/or meals are not available, per diem is payable under par. T4040-A;

2. Reservists on active duty without pay;

3. Newly enlisted members undergoing training when both Government quarters and meals are available;

4. Public health service Officers called to active duty for Commissioned Officer Student Extern Program (COSTEP);

5. Reservists who commute daily or AO determines members can commute except for entitlement under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits;

6. Reservists on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. U3500) of the assigned unit or home. If required to occupy transient Government housing, reimbursement for actual lodging cost is authorized;

7. Standby Reserves voluntarily performing without pay.

E. When a Reserve Component member is ordered:

1. to schoolhouse training, par. T4030 applies for transportation entitlement and par. T4040-B for per diem entitlement;
2. to deploy, to be one of personnel traveling together under orders directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4040-C applies for per diem entitlement for periods under 20 weeks. Par. T4030 applies for transportation entitlement;
3. to active duty for any other purpose for less than 20 weeks, per diem entitlement is determined under business travel rules in par. T4040-A, and transportation entitlement under par. T4030;
4. to active duty for other than training for 20 or more weeks because of unusual or emergency circumstances or exigencies of the Service, per diem entitlement is determined under business travel rules in par. T4040-A (or deployment rules in par. T4040-C), and transportation entitlement under par. T4030.

F. Funeral Honors Duty. Members of the Reserve Components who perform funeral honors in a funeral honors duty status (under 10 U.S.C. §12503 or 32 U.S.C. §115) at a location 50 or more miles from the member's residence are entitled to travel and transportation allowances as for business travel under pars. T4030 and T4040-A & D.